

Universiti Tunku Abdul Rahman			
Manual Title : Appointment of Internal & External Examiners and Thesis/Dissertation Examination			
Procedure Number : QP-IPSR-PSU-011	Rev No: 5	Effective Date: 06.12.2021	Page No: 1 of 3

PROCEDURE MANUAL (For process flow, see Flowchart11)

OBJECTIVE To outline the process of appointment of Internal & External Examiners for Thesis/Dissertation Examination and the Thesis/Dissertation Examination process

SCOPE All Postgraduate Programmes by Research and Postgraduate Programmes by Mixed Mode

DEFINITION IPSR – Institute of Postgraduate Studies & Research
PSU – Postgraduate Studies Unit in IPSR

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY / Timeline
11.1	<p>PSU officer sends appointment letters to examiners after approval by Senate.</p> <ul style="list-style-type: none"> Attached blank “Acceptance of appointment as examiner” letter for examiner’s use to indicate acceptance/rejection. 	Appointment letters; Blank acceptance letter	PSU officer <i>Within 3 working days</i>
11.2	<p>Examiner considers offer of appointment.</p> <p>(i) If accepts appointment, go to 11.4; (ii) If rejects appointment, go to 11.3.</p> <p>Remark PSU officer to send 1st reminder to examiner (cc. Main Supervisor) if no acknowledgement 5 working days after the date of issuance of the appointment letter; send 2nd reminder if no acknowledgement 5 working days after 1st reminder; send 3rd reminder if no acknowledgement 5 working days after 2nd reminder. Still no acknowledgement after 3rd reminder, go to 11.3.</p>	Acceptance letters	Examiners
11.3	Main Supervisor to re-nominates Internal or/and External Examiners <i>(Please refer to QP-IPSR-PSU-009)</i>	Nomination form and CV	Supervisor and Co-Supervisor
11.4	<p>PSU officer sends thesis/dissertation examination copy to examiner who had confirmed acceptance of appointment. Attached also</p> <ul style="list-style-type: none"> (i) “<i>Guidelines for Preparation of the Examination Report</i>”, (ii) “<i>Recommendation by Examiner</i>” form, (iii) “<i>Acknowledgement of Receipt of Thesis/ Dissertation Copy for Examination</i>” form. (iv) to indicate deadline for submission of report 	Thesis/dissertation examination copies; Guidelines; Recommendation form and Acknowledgement of Receipt form via Email	PSU officer <i>Within 3 working days</i>
11.5	Examiners examine thesis/ dissertation.	Thesis/dissertation examination copies	Internal and External Examiners <ul style="list-style-type: none"> Given 6* weeks to complete the task <p>* 2 week extension if examiner require more time</p>
11.6	Internal and External Examiners prepare the Examiner’s report and complete “Recommendation by Examiner” form. <ul style="list-style-type: none"> Examiners to refer “<i>Guidelines for Preparation of the Examination Report</i>” for details to be included in the report 	Guidelines for Preparation of the Examination Report; Recommendation by Examiner” form	Internal and External Examiners

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PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY / Timeline
11.7	<p><i>PSU officer collects Examiner's reports & "Recommendation by Examiner" forms from Internal and External Examiners.</i></p> <p><u>Remark</u></p> <ul style="list-style-type: none"> (i) Send email reminder 3 weeks before deadline (ii) Send 2nd reminder 1 week before the deadline (iii) Send 3rd reminder upon the deadline to submit within 1 week <p><i>If no report submitted or no reply from the examiner after 3 reminders, go to 11.3</i></p> <p><u>Note</u></p> <ul style="list-style-type: none"> -Email reminders are cc. to the Main Supervisor. -2 week extension if examiner require more time 	<p><i>Duly completed Examiner's reports & "Recommendation by Examiner" forms</i></p>	<p><i>PSU officer</i></p>

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Ref. No : IPSR/PSU/Flowchart11

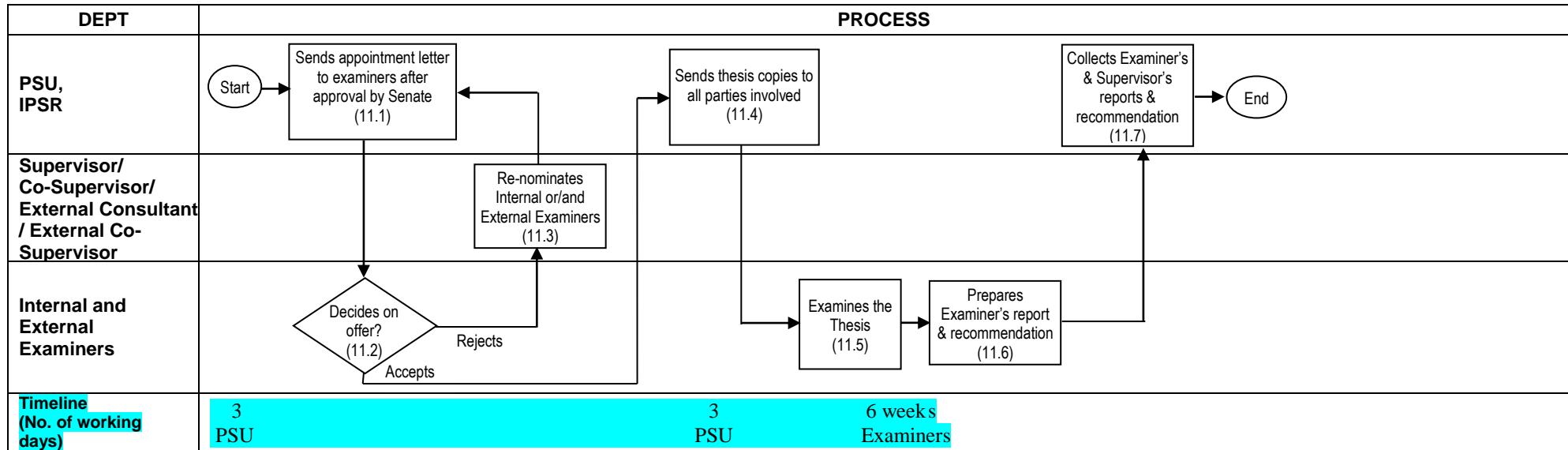
Department : Institute of Postgraduate Studies And Research

Process Title : **Appointment of Examiners and Thesis/Dissertation Examination**

CODES:

IPSR – Institute of Postgraduate Studies & Research

PSU – Postgraduate Studies Unit in IPSR



Note Thesis used in this flowchart also includes dissertation