

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

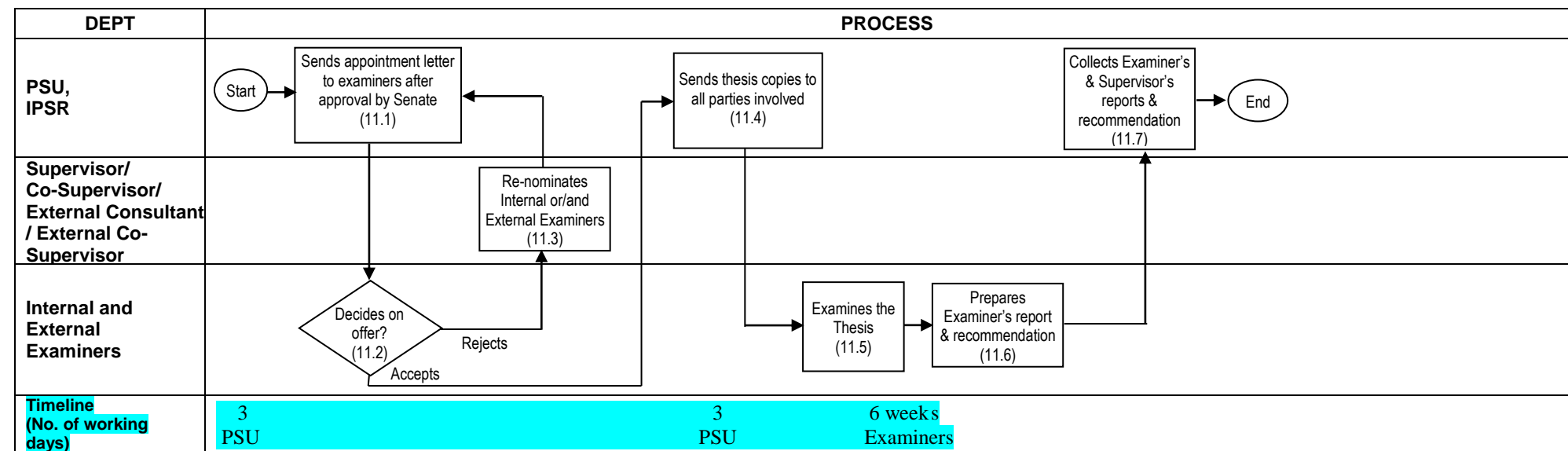
PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY / Timeline
11.1	PSU officer sends appointment letters to examiners after approval by Senate. <ul style="list-style-type: none"> Attached blank "Acceptance of appointment as examiner" letter for examiner's use to indicate acceptance/rejection. 	Appointment letters; Blank acceptance letter	PSU officer Within 3 working days
11.2	Examiner considers offer of appointment. (i) If accepts appointment, go to 11.4; (ii) If rejects appointment, go to 11.3. Remark PSU officer to send 1 st reminder to examiner (cc. Main Supervisor) if no acknowledgement 5 working days after the date of issuance of the appointment letter; send 2 nd reminder if no acknowledgement 5 working days after 1 st reminder; send 3 rd reminder if no acknowledgement 5 working days after 2 nd reminder. Still no acknowledgement after 3 rd reminder, go to 11.3.	Acceptance letters	Examiners
11.3	Main Supervisor to re-nominates Internal or/and External Examiners (Please refer to QP-IPSR-PSU-009)	Nomination form and CV	Supervisor and Co-Supervisor
11.4	PSU officer sends thesis/dissertation examination copy to examiner who had confirmed acceptance of appointment. Attached also (i) "Guidelines for Preparation of the Examination Report", (ii) "Recommendation by Examiner" form, (iii) "Acknowledgement of Receipt of Thesis/ Dissertation Copy for Examination" 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 Within 3 working days
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 * 2 week extension if examiner require more time
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 "Guidelines for Preparation of the Examination Report" 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>PSU officer collects Examiner's reports & "Recommendation by Examiner" forms from Internal and External Examiners.</p> <p><u>Remark</u></p> <p>(i) Send email reminder 3 weeks before deadline</p> <p>(ii) Send 2nd reminder 1 week before the deadline</p> <p>(iii) Send 3rd reminder upon the deadline to submit within 1 week</p> <p>If no report submitted or no reply from the examiner after 3 reminders, go to 11.3</p> <p><u>Note</u></p> <p>-Email reminders are cc. to the Main Supervisor.</p> <p>-2 week extension if examiner require more time</p>	Duly completed Examiner's reports & "Recommendation by Examiner" forms	PSU officer

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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
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Note Thesis used in this flowchart also includes dissertation