**NNAMDI AZIKIWE UNIVERSITY, AWKA**

**SCHOOL OF POSTGRADUATE STUDIES**

**EXTERNAL EXAMINER’S CLAIMS**

1. **EXTERNAL EXAMINER’S DETAILS**

|  |  |  |  |  |  |  |  |  |  |
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|  | **Name of External Examiner:** | | | | |  | | | |
|  | **Name of Institution:** | |  | | | | | | |
|  | **Telephone Number:** | |  | | | | | | |
|  | **The Department of Nnamdi Azikiwe University to which External Examiner is invited:** | | | | | | | | |
|  |  | | | | | | | | |
|  | **Mode of Payment:** | Cheque   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | | | 2. | PHONE NUMBER AND EMAIL ADDRESS: | | | | | | | | | |  | | | | | | | | | | 3. | PERMANENT HOME ADDRESS: | | | | | | |  | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 5. | DATE OF BIRTH: | | |  | | | | | | | | | | | | | | | | | 6. | AGE AS AT LAST BIRTHDAY: | | | |  | | | | | | | | | | | | | | | | 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | | |  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | | | 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | | |  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | | | | | | | | | | | 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | | |  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | | 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | | | 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | | | 12. | FACULTY: |  | | | | | | | | | | | | | | | | | | |  |  |  | | | | | | | | | | | | | | | | | | |  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | | | 2. | PHONE NUMBER AND EMAIL ADDRESS: | | | | | | | | | |  | | | | | | | | | | 3. | PERMANENT HOME ADDRESS: | | | | | | |  | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 5. | DATE OF BIRTH: | | |  | | | | | | | | | | | | | | | | | 6. | AGE AS AT LAST BIRTHDAY: | | | |  | | | | | | | | | | | | | | | | 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | | |  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | | | 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | | |  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | | | | | | | | | | | 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | | |  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | | 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | | | 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | | | 12. | FACULTY: |  | | | | | | | | | | | | | | | | | | |  |  |  | | | | | | | | | | | | | | | | | | |  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | | | | | | | | E-payment   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | | | 2. | PHONE NUMBER AND EMAIL ADDRESS: | | | | | | | | | |  | | | | | | | | | | 3. | PERMANENT HOME ADDRESS: | | | | | | |  | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 5. | DATE OF BIRTH: | | |  | | | | | | | | | | | | | | | | | 6. | AGE AS AT LAST BIRTHDAY: | | | |  | | | | | | | | | | | | | | | | 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | | |  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | | | 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | | |  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | | | | | | | | | | | 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | | |  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | | 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | | | 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | | | 12. | FACULTY: |  | | | | | | | | | | | | | | | | | | |  |  |  | | | | | | | | | | | | | | | | | | |  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | | | 2. | PHONE NUMBER AND EMAIL ADDRESS: | | | | | | | | | |  | | | | | | | | | | 3. | PERMANENT HOME ADDRESS: | | | | | | |  | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | 5. | DATE OF BIRTH: | | |  | | | | | | | | | | | | | | | | | 6. | AGE AS AT LAST BIRTHDAY: | | | |  | | | | | | | | | | | | | | | | 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | | |  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | | | 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | | |  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | |  | | |  | |  | |  | |  |  | | |  | | | | | | | | | | | | | | | | | 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | | |  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | |  |  | | |  | | | | |  | | | |  | | |  | |  | | | 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | | | 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | | | 12. | FACULTY: |  | | | | | | | | | | | | | | | | | | |  |  |  | | | | | | | | | | | | | | | | | | |  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | | | |
|  | **Bank Details:** | | | | | | | | |
|  | 1. **Bank Name:** | | |  | | | **Account Number:** | |  |
|  | 1. **Account Name:** | | | |  | | | | |

1. **Account Type: Current Savings E-Account**

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| 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | |
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| 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | |
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| 5. | DATE OF BIRTH: | | |  | | | | | | | | | | | | | | | |
| 6. | AGE AS AT LAST BIRTHDAY: | | | |  | | | | | | | | | | | | | | |
| 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | |
|  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | |
| 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | |
|  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** |
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| 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | |
|  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | |
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| 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | |
| 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | |
| 12. | FACULTY: |  | | | | | | | | | | | | | | | | | |
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|  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | |

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| 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | |
| 2. | PHONE NUMBER AND EMAIL ADDRESS: | | | | | | | | | |  | | | | | | | | |
| 3. | PERMANENT HOME ADDRESS: | | | | | | |  | | | | | | | | | | | |
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| 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | |
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| 5. | DATE OF BIRTH: | | |  | | | | | | | | | | | | | | | |
| 6. | AGE AS AT LAST BIRTHDAY: | | | |  | | | | | | | | | | | | | | |
| 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | |
|  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | |
| 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | |
|  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** |
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| 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | |
|  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | |
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| 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | |
| 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | |
| 12. | FACULTY: |  | | | | | | | | | | | | | | | | | |
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|  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | |

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| 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | |
| 2. | PHONE NUMBER AND EMAIL ADDRESS: | | | | | | | | | |  | | | | | | | | |
| 3. | PERMANENT HOME ADDRESS: | | | | | | |  | | | | | | | | | | | |
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| 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | |
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| 5. | DATE OF BIRTH: | | |  | | | | | | | | | | | | | | | |
| 6. | AGE AS AT LAST BIRTHDAY: | | | |  | | | | | | | | | | | | | | |
| 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | |
|  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | |
| 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | |
|  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** |
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| 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | |
|  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | |
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| 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | |
| 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | |
| 12. | FACULTY: |  | | | | | | | | | | | | | | | | | |
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|  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | |

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| 1. | NAME IN FULL (SURNAME FIRST): | | | | | |  | | | | | | | | | | | | |
| 2. | PHONE NUMBER AND EMAIL ADDRESS: | | | | | | | | | |  | | | | | | | | |
| 3. | PERMANENT HOME ADDRESS: | | | | | | |  | | | | | | | | | | | |
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| 4. | CORRESPONDENCE ADDRESS: | | | | |  | | | | | | | | | | | | | |
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| 7. | SPONSORSHIP: | | | 1. Name of Sponsor: | | | | | |  | | | | | | | | | |
|  |  | | | 1. Address of Sponsor: | | | | | | |  | | | | | | | | |
| 8. | QUALIFICATION: | | | Degree/Qualification Obtained: | | | | | | | | | | | | | | | |
|  |  | | | **University** | | | | | | | | **Degree** | | | **Course** | | **Class of Certificate** | | **Date** |
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| 9. | OTHER QUALIFICATIONS: | | | | (State subject, year, class of degree and University/Institution) | | | | | | | | | | | | | | |
|  |  | | | **Institutions** | | | | | **Certificate Obtained** | | | | **Course/Subject**  **Area of Specialization** | | | **Class of Certificate** | | **Date** | |
|  |  | | |  | | | | |  | | | |  | | |  | |  | |
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| 10. | COURSE APPLIED FOR: | | | | | | |  | | | | | | | | | | | |
| 11. | DEPARTMENT: | |  | | | | | | | | | | | | | | | | |
| 12. | FACULTY: |  | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | | | | | | | |
|  |  | Signature of Applicant | | | | | | | | | | | | Date | | | | | |

1. **PARTICULARS OF CANDIDATES EXAMINED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Reg. No. | Programme | Date of Exam |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
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1. **Details of CLAIMS**
2. **Examination of Master’s Thesis**

Assessment of thesis and *viva voce* per candidate: N30,000.00 x ( ) = N \_\_\_\_\_\_\_\_\_\_\_\_

1. **Examination of PhD Dissertation**

Assessment of dissertation and *viva voce* per candidate: N50,000.00 x( ) =N\_\_\_\_\_\_\_\_\_\_

**Sub-Total: N\_\_\_\_\_\_\_\_\_\_\_**

**(c) Travel Expenses**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Travel by Land:** |  | | | | | |
| i) | **Distance From:** | |  | | | **to:** | **Km** |
| ii) | **Distance From:** | |  | | | **to:** | **Km** |
| iii) | **Total Distance (KM):** | |  | | | **x N20 per km** | |
| v) | **Air Passage (Economy) From:** | | |  | | **to:** | N |
| (d) | **Overnight allowance(per diem)** | | | |  |  |
| (e) | **Other Claims (Please, specify):** | | |  | | | |
| **Grand Total:** N | | | | | | | |
| Amount in words: | | | | | | | |

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|  |  |  |
| Name & Signature of HOD & Date |  | Name & Signature of Dean of Faculty & Date | |

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| |  |  |  |  | | --- | --- | --- | --- | | Approved |  | Not Approved |  | |  |  | |
| Approval by Dean, SPGS |  | | Signature of Dean, SPGS and Date |

**FOR OFFICE USE ONLY: SPGS FINANCE OFFICE**