**Guidelines**

1. A request to nominate examiners would be sent by School of Postgraduate Studies (SPS) to the Main Supervisor once the student submit the “Notice of Intent to Submit Thesis/Dissertation”.
2. Main Supervisor, in consultation with the Supervisory Committee, nominates the potential Panel of Examiners by using the form “Nomination of External and Internal Examiners for Thesis/Dissertation”.
3. Nominees should not have any arising conflict of interests with the Supervisory Committee and examinee. A declaration of non-conflict of interest for the Panel of Examiners shall be signed by the Main Supervisor on behalf of the Supervisory Committee.
4. For PhD dissertation examination:-
5. The Panel of Examiners comprises **at least three (3) examining members** – Two (2) external examiners and One (1) internal examiner from University of Technology Sarawak (UTS).
6. If it is not possible to appoint a suitable internal examiner, additional external examiner could be appointed for thesis examination (11th UPC No.5-2020).
7. The nomination of external examiners would be based on the suggestions from supervisory committee. Unless with justifiable reasons, respective School is advised not to reject/decline this special request from lecturer on the appointment of additional external examiner to replace the internal examiner for the two above-mentioned examinations (11th UPC No.5-2020).
8. The **external examiner** must be nominated from any local public or private universities in Malaysiaor affiliated to an overseas university.
9. The examiner must be appointed from **Professor, Associate Professor** or **academic staff with doctoral qualification and with at least 2 years’ experiences in teaching and research.**
10. For Master’s thesis examination:-
11. A minimum of **two (2) examiners** is required to form the Panel of Examiners – One (1) external examiner and One (1) internal examiner from UTS.
12. The examiner must be appointed from **Professor, Associate Professor** or **academic staff with doctoral qualification.**
13. The name of the nominated/appointed examiners **SHALL NOT** be disclosed to the examinee until the viva voce examination.

**SECTION 1 -** To be completed by **School of Postgraduate Studies (SPS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT DETAILS** | | | |
| **STUDENT NAME** |  | **STUDENT ID** |  |
| **Programme** |  | **Mode of Study** | By Research |
| **Intake** |  |
| **Address** |  | | |
| **Contact No.** |  | | |
| **Email** |  | | |
| **Main Supervisor** |  | **Contact No.** |  |
| **Email** |  |
| **Co-Supervisor I**  **(Internal)** *(if any)* |  | **Contact No.** |  |
| **Email** |  |
| **Co-Supervisor II**  **(Internal)** *(if any)* |  | **Contact No.** |  |
| **Email** |  |
| **Co-Supervisor III**  **(External)** *(if any)* |  | **Contact No.** |  |
| **Email** |  |

**SECTION 2** – Tobe completed by **Main Supervisor**

To: **Dean, School of Postgraduate Studies**

Date:

|  |
| --- |
| **Thesis / Dissertation Title (in full)** |
|  |

**PROPOSED INTERNAL EXAMINERS**

*(Qualified academic staff from University of Technology Sarawak. A complete CV is required)*

|  |  |  |
| --- | --- | --- |
| **INFORMATION** | **INTERNAL EXAMINER I** | **INTERNAL EXAMINER II**  ***(Reserved)*** |
| **Title & Name** |  |  |
| **School** |  |  |
| **Department** |  |  |
| **Contact No.** |  |  |
| **Email** |  |  |
| **Justification of Nomination** |  |  |

**PROPOSED EXTERNAL EXAMINERS**

***Please note that for each proposed external examiner, a complete CV must be attached.***

**(i) EXTERNAL EXAMINER I**

*(The External Examiner I must be nominated from local or overseas university)*

|  |  |
| --- | --- |
| **Full Name & Title** |  |
| **Current Position** |  |
| **Name of Institution** |  |
| **Faculty / School** |  |
| **Department** |  |
| **Country** |  |
| **Permanent Address**  *(for courier delivery of thesis and official correspondence)* |  |
| **Contact No.** |  |
| **Facsimile** |  |
| **Email** |  |
| **Justification of Nomination** |  |

**(ii) EXTERNAL EXAMINER II *(Reserved)***

*(The External Examiner must be nominated from local or overseas university)*

|  |  |
| --- | --- |
| **Full Name & Title** |  |
| **Current Position** |  |
| **Name of Institution** |  |
| **Faculty / School** |  |
| **Department** |  |
| **Country** |  |
| **Permanent Address**  *(for courier delivery of thesis and official correspondence)* |  |
| **Contact No.** |  |
| **Facsimile** |  |
| **Email** |  |
| **Justification of Nomination** |  |

**Proposed by:**

|  |  |
| --- | --- |
| **Name of Main Supervisor** |  |
| **Signature** |  |
| **Date** |  |

**SECTION 3** – To be completed by **Main Supervisor on behalf of the Supervisory Committee**

|  |
| --- |
| **DECLARATION BY THE SUPERVISORY COMMITTEE ON NON-CONFLICT OF INTEREST WITH THE PANEL OF EXAMINERS** |

**I hereby confirm that the Panel of Examiners:-**

1. Not involved in the supervision of the examinee's thesis
2. Not involved with the examinee and Supervisory Committee in any of the following ways:

* a close friend or relative
* a former supervisor or co-supervisor of the examinee
* offer future employment or mentorship to the examinee
* involved in any legal dispute
* involved in a business partnership for commercial purposes

**Confirmed by Main Supervisor on behalf of the Supervisory Committee**

|  |  |
| --- | --- |
| **Name of Main Supervisor** |  |
| **Signature** |  |
| **Date** |  |

**SECTION 4 –** Recommendation by **Postgraduate Studies Committee (PSC)**

|  |  |  |
| --- | --- | --- |
| **DECISION BY POSTGRADUATE STUDIES COMMITTEE** | | |
| **Thesis/Dissertation Title (in full)** |  | |
| **Decision** | ⬜ Title Recommended ⬜ Title Not Recommended | |
| **Nominated Examiners** | (i) |  |
| (ii) |  |
| (iii) |  |
| (iv) | |
| (v) | |
| **Remarks / Suggestions / Justification** |  | |

**Remarks:**

Recommended by Postgraduate Studies Committee (PSC) during PSC meeting on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Minutes No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 5 –** Approval by **University Postgraduate Committee (UPC)**

|  |  |  |
| --- | --- | --- |
| **DECISION BY UNIVERSITY POSTGRADUATE COMMITTEE** | | |
| **Thesis/Dissertation Title (in full)** |  | |
| **Decision** | ⬜ Title Approved ⬜ Title Not Approved | |
| **Nominated Examiners** | (i) |  |
| (ii) |  |
| (iii) |  |
| (iv) | |
| (v) | |
| **Remarks / Suggestions / Justification** |  | |

**Remarks:**

Approval by University Postgraduate Studies (UPC) during UPC meeting on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Minutes No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_