



Guidelines for External Examiner (for Marking of Thesis/Dissertation)

The guidelines for your appointment as External Examiner of Thesis with University of Technology Sarawak (UTS) are outlined below in accordance with UTS's Policies and Procedures, as listed below:-

1. External Examiner(s) must not be involved in the supervision of student thesis.
2. External Examiner(s) are given **one (1) month** to read and examine the thesis and respond to School of Postgraduate Studies on the result of examination.
3. The viva voce should be conducted **within one (1) month** of receiving the Thesis Examiner's Report from all Examiners.
4. Panel of Examiners' meeting shall be convened to decide on further action.
5. The External Examiner(s) need not necessarily be present physically at the viva voce examination as he/she can participate in the viva voce examination session via video conferencing technology.
6. Examiner(s) are required to complete the Thesis Examiner's Report based on the **Guidelines for Preparation of Thesis Examiner's Report** provided upon receiving the thesis for examination from University of Technology Sarawak.
7. Examiner(s) are required to return the marked/examined thesis and Thesis Examiner's Report under confidential cover **within one (1) month** from the date of receiving the thesis for examination.
8. All expenses incurred by External Examiner(s) that wish to claim from University of Technology Sarawak must be agreed upon by the University before incurring.
9. The honorarium of marking thesis for External Examiner by University of Technology Sarawak are as follows:-

Type of Academic Programme	Honorarium (RM)
Masters by Research programme	██████████
PhD programme	██████████

10. The honorarium of marking of thesis shall be paid upon receiving all related documents pertaining to the thesis examination and viva voce.
11. External Examiner(s) can send the related documents including the marked thesis by using the courier/shipment services and send the original receipt to University of Technology Sarawak for the reimbursement of expenses.