



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO. : 02

REVISION NO. : 01

**NOMINATION AND APPOINTMENT
OF EXTERNAL EXAMINER (MASTER - BY
RESEARCH)**

EFFECTIVE DATE : 01/06/2015

DOCUMENT NO. : IIUM/TNL/PG/08

PAGE : 1/6

NOMINATION AND APPOINTMENT OF EXTERNAL EXAMINER (MASTER - BY RESEARCH)

Prepared By :-	Approved By :-
Signature :	Signature :
Name : Muhammad Ihsan Abdul Razak	Name : Prof. Dr. Abdi Omar Shuriye
Position : Administrative Officer	Position : Dean
Date : 01/06/2015	Date : 01/06/2015

CONTROLLED COPY NO. :

1. OBJECTIVE

This procedure is prepared to set guidelines on the nomination and appointment of external examiner for candidate Master by Research.

2. SCOPE

The procedure will be used by CPS as a guideline for the nomination and appointment of external examiner for candidate Master by Research.

3. DEFINITION/ABBREVIATION

3.1	DDPG	Deputy Dean Postgraduate
3.2	HOD	Head of Department
3.3	PG CoS	Postgraduate Office at CoS
3.4	SAD	Senior Assistant Director
3.5	AD	Assistant Director
3.6	SAAO	Senior Assistant Administrative Officer
3.7	AAO	Assistant Administrative Officer
3.8	CC/CL	Course Coordinator/Course Leader
3.9	SAA	Senior Administrative Assistant
3.10	AA	Administrative Assistant
3.11	PA	Personal Assistant
3.12	CoS	Centre of Studies (Kulliyahs/Centres/Institutes - excluding Centre of Foundation Studies)
3.13	KPGC	Kulliyah Postgraduate Committee Meeting
3.14	CPS	Centre for Postgraduate Studies
3.15	CV	Curriculum Vitae
3.16	EXAMINERS	Person appointed by the University to examine the PhD's Thesis

4. REFERENCES

- 4.1 PG Regulations
- 4.2 Thesis Examiners Report

5. RESPONSIBILITY AND DETAILED PROCEDURE	
RESPONSIBILITY	DETAILED PROCEDURE
	5.1 NOMINATION OF EXAMINERS
Student	5.1.1 Notify to submit research work
SAAO/AAO/AA PG CoS	5.1.2 CoS will nominate examiners referring to examiners bank
^^	5.1.3 KPGC to decide on the examiner including alternative examiner
^^	5.1.4 Contact the selected examiner and alternative examiner and request for their updated CVs
^^	5.1.5 Send examiner CVs to CPS - ensuring compliance to the CV template endorsed by the senate
CPS	5.1.6 Table in senate
Senate	5.1.7 Endorsement of selected examiner/ alternate examiner
SAAO/AAO/AA PG CoS	5.1.8 If not endorsed, Cos to proposed new examiner - to repeat process (back to 5.1.2)
	5.2 THESIS EXAMINATION
SAAO/AAO/AA PG CoS	5.2.1 Kulliyah to send appointment letters duly signed by the appropriate authorities to examiners together with the softbound thesis
Examiner	5.2.2 Thesis evaluation process
^^	5.2.3 To submit report in 6 weeks.

5.3 VIVA VOCE	
SAAO/AAO/AA PG CoS	5.3.1 Set date for viva. If no report received from examiner, CoS to extend thesis evaluation period for 2 weeks- in agreement with examiner
Examiner	5.3.2 To submit report in 2 weeks
SAAO/AAO/AA PG Cos	5.3.3 Set date for viva. If no report received from examiner, change alternate examiner as endorsed by senate. If no alternate examiner to repeat process (back to 5.1.2)
``	5.3.4 Honorarium payment
CPS	5.3.5 Table for Senate endorsement
Senate	5.3.5 Endorsement of Result
	5.3.6 End of Process

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Thesis Examiner Report	1 Year	Filing Room	SAAO/AAO/ AA
2.	Viva Voce Report	1 Year	Filing Room	SAAO/AAO/ AA

7. FLOWCHART



