



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO. : 03

REVISION NO. : 01


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

EFFECTIVE DATE : 12/04/2019

DOCUMENT NO. : IIUM/TNL/PG/16

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

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Muhammad Ihsan B Abdul Razak	Name : Prof. Dr. Ida Madieha Abdul Ghani Azmi
Position : Assistant Director	Position : Dean
Date : 12 April 2019	Date : 12 April 2019

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**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 Kull	Postgraduate Office at Kulliyah
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
3.17	UCPS	University Committee for Postgraduate Studies
3.18	PTEM	Post Thesis Evaluation Meeting

**4. REFERENCES**

- 4.1 PG Regulations
- 4.2 Thesis Examiners Report



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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<b>5.1 NOMINATION OF EXAMINERS</b>
Student	5.1.1 Notify to submit research work
Supervisor	5.1.2 Select the names of examiners from the Database Examiner.
--	5.1.3 Contact the selected examiner and alternative examiner and Get the consent and updated the details in the system
SAAO/AAO/AA PG Kull	5.1.4 KPGC nominates and Endorse the examiners.
"	5.1.5 If not endorsed, Kulliyah to proposed new examiner to repeat process (back to 5.1.2)
CPS	5.1.5 Sent the Endorsed names of examiners to CPS for UCPS and Senate for the notification.
UCPS	5.1.6 Notify in UCPS
SAAO/AAO/AA PG Kull	5.1.7 Notification of endorsement of selected examiner/ alternate examiner to the UCPS and Senate
	<b>5.2 THESIS EXAMINATION</b>
SAAO/AAO/AA PG Kull	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 30 Days.



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5.3 VIVA VOCE	
SAAO/AAO/AA PG Kull	5.3.1 Set date for PTEM. If no report received from examiner, K/C/D to extend thesis evaluation period for 14 Days- in agreement with examiner
Examiner	5.3.2 To submit report in 30 Days
SAAO/AAO/AA PG Kull	5.3.3 Set date for PTEM. If no report received from examiner, change alternate examiner as endorsed by KPGC. If no alternate examiner to repeat process (back to 5.2.1)
''	5.3.4 Honorarium payment
CPS	5.3.5 Table for Senate endorsement of Graduation
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

