



**INTERNATIONAL ISLAMIC
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**NOMINATION AND APPOINTMENT
OF EXTERNAL EXAMINER (PhD)**

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NOMINATION AND APPOINTMENT OF EXTERNAL EXAMINER (PhD)

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Date : 01/06/2015	Date : 01/06/2015

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1. OBJECTIVE

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

2. SCOPE

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

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

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 Kull	5.1.2 Kulliyah 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 Kull	5.1.8 If not endorsed, Kulliyah to proposed new examiner - to repeat process (back to 5.1.2)
	5.2 THESIS EXAMINATION
CPS	5.2.1 CPS 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	
CPS	5.3.1 Set date for viva. If no report received from examiner, K/C/D to extend thesis evaluation period for 2 weeks- in agreement with examiner
Examiner	5.3.2 To submit report in 2 weeks
CPS	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

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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



