



**CHECKLIST OF APPOINTMENT
FOR THESIS EXAMINER AND CHAIRPERSON OF VIVA VOCE**

No.	Criteria	Tick if applicable
1.	Number of Examiner	
	MSc – 2 (1 internal; 1 external)	
	PhD – 3 (1 internal; 2 external with at least one from abroad) <i>* In case of unavailability of any one of the external examiners abroad, the respective faculty/institute/centre may propose and approve the name of a local expert who is proficient in the field of local knowledge or multi contextual knowledge as an external examiner.</i>	
	PhD Joint Degree / Double Degree – 4 (1 internal; 2 external with at least one from abroad; 1 external from partner institution) <i>* In case of unavailability of any one of the external examiners abroad, the respective faculty/institute/centre may propose and approve the name of a local expert who is proficient in the field of local knowledge or multi contextual knowledge as an external examiner.</i>	
2.	Examiners Academic Qualification	
	<p>MSc - at least:</p> <ul style="list-style-type: none"> i. PhD degree; OR ii. a master's degree in the field, with at least 5 years' experience in teaching and research; AND has co-supervised master's candidate. iii. If examiners lack the required qualifications, they must have sufficient experience in relevant fields, and their appointment shall be subject to the approval of the Senate. iv. Examiners must be from the field/s related to the research of the candidate under evaluation. v. Examiners have supervised candidates at the relevant level. vi. Examiners must be actively engaged in research and have produced credible publications or equivalent scholarly works. vii. The examiners should not be closely associated with the candidate or the candidate's research project (e.g.: as research supervisor, spouse, kinship and/or current research collaborator). 	

No.	Criteria	Tick if applicable
	<p>viii. The appointed internal examiners and supervisors should not be closely associated through publications and/or research projects related to the particular candidate, as such associations may be perceived as compromising impartiality and independence during the thesis examination.</p> <p>ix. The appointed external examiners and supervisors should not have been closely associated through publications and/or research projects within the last five (5) years, as such associations may be perceived as compromising impartiality and independence during the thesis examination.</p> <p>x. However, in circumstances where examiners in a specialized field of studies where expertise is limited, the Postgraduate Studies Committee of Faculty/Institute/Centre shall make the final decision on the best suitable examiners.</p>	
	<p>PhD – at least:</p> <p>i. an Associate Professor; AND</p> <p>ii. a doctoral degree, OR a master’s degree with extensive experience in research; AND fulfil the following criteria: a) have at least 2 years of teaching experience and research; AND b) has supervised master’s or doctoral research candidate to completion, as a main supervisor.</p> <p>iii. If examiners lack the required qualifications, they must have sufficient experience in relevant fields, and their appointment shall be subject to the approval of the Senate.</p> <p>iv. Examiners must be from the field/s related to the research of the candidate under evaluation.</p> <p>v. Examiners have supervised candidates at the relevant level.</p> <p>vi. Examiners must be actively engaged in research and have produced credible publications or equivalent scholarly works.</p> <p>vii. The examiners should not be closely associated with the candidate or the candidate's research project (e.g.: as research supervisor, spouse, kinship and/or current research collaborator).</p> <p>viii. The appointed internal examiners and supervisors should not be closely associated through publications and/or research projects related to the particular candidate, as such associations may be perceived as compromising impartiality and independence during the thesis examination.</p>	

No.	Criteria	Tick if applicable
	ix. The appointed external examiners and supervisors should not have been closely associated through publications and/or research projects within the last five (5) years, as such associations may be perceived as compromising impartiality and independence during the thesis examination. x. However, in circumstances where examiners in a specialized field of studies where expertise is limited, the Postgraduate Studies Committee of Faculty/Institute/Centre shall make the final decision on the best suitable examiners.	
3.	Chairperson of Viva Voce	
	MSc - can be a senior lecturer, has experienced in supervising postgraduate students to completion and has assessed postgraduate student's thesis.	
	PhD - must be at least an Associate Professor with PhD, may be appointed within the same or across faculty/institute/centre, has experienced in supervising postgraduate students to completion and has assessed postgraduate student's thesis.	

- *Postgraduate Committee of the faculty/institute/centre has the final authority over the appointment of the thesis examiners.*

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Name : _____

Designation : _____

Date : _____