



CENTRE FOR POSTGRADUATE STUDIES

GUIDELINES FOR APPOINTMENT OF EXAMINERS



Contact Information

Centre for Postgraduate Studies

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1. Selection and nomination of External examiners (EE) details

- 1.1. The supervisor will nominate minimum of four potential External Examiners for PhD and three external examiners for MSc thesis. (*Appendix 1: Nomination and recommendation form of examiners for research thesis*)
- 1.2. One External Examiner will be selected for MSc degree thesis and two External Examiners for PhD degree thesis by the Faculty Postgraduate Committee.
- 1.3. The completed forms (*Appendix 1: Nomination and recommendation form of examiners for research thesis*) must be endorsed by the Faculty Postgraduate Committee and the Dean of the Faculty. Recommendations by the faculty should then be forwarded to the University Board of Postgraduate Studies for final approval and endorsement by the Senate. (*Appendix 1: Nomination and recommendation form of examiners for research thesis*)

2. Eligibility criteria for appointment of external examiners

- 2.1. An examiner must have a minimum qualification of no less than the supervisor.
- 2.2. For PhD degree thesis, an examiner must hold a PhD degree or higher, and be a Professor or Associate Professor at a university comparable to AIMST University and have experience in supervising PhD graduates.
- 2.3. For MSc degree thesis, an examiner must hold a MSc degree or higher, and be a Professor or Associate Professor or Senior lecturer at a university comparable to AIMST University and have experience in supervising postgraduates.
- 2.4. Where an eligible examiner is not available, examiner with lower qualification could be appointed. Candidate must have sufficient experience in the relevant field, have some previous university affiliation, have experience in supervising postgraduates by research and the appointment is subjected to the approval of the Senate.
- 2.5. An examiner must be a well-qualified, experienced not associated or affiliated with the candidate or in research collaboration with the candidate or with the candidate's supervisor or with AIMST University. An examiner may be appointed from previous academic staff who has left AIMST University more than 3 years and is working at a university comparable to AIMST University.
- 2.6. An examiner must have an established reputation in the area of the research thesis, have previous experience with the supervision and examination of postgraduate students at the level of the thesis being examined.

- 2.7. A person is not eligible to serve as external examiner if, with respect to the candidate or the supervisors, he/she is
 - 2.7.1. a close friend or relative, or
 - 2.7.2. an institutional colleague within the past 3 years, or
 - 2.7.3. a former supervisor, or
 - 2.7.4. a former student, or
 - 2.7.5. involved in a partnership or dispute.
 - 2.7.6. Involved with research collaboration

3. Selection and nomination of Internal examiners (IE) details

- 3.1. The supervisor will nominate three potential Internal Examiners (*Appendix 1: Nomination and recommendation form of examiners for research thesis*)
- 3.2. One Internal Examiner will be selected by the Faculty Postgraduate Committee.
- 3.3. The completed forms (*Appendix 1: Nomination and recommendation form of examiners for research thesis*) must be endorsed by the Faculty Postgraduate Committee and the Dean of the Faculty. Recommendations by the Faculty should then be forwarded to the University Board of Postgraduate Studies for final approval and endorsement by the Senate. (*Appendix 1: Nomination and recommendation form of examiners for research thesis*)

4. Eligibility criteria for appointment as internal examiners

- 4.1. An examiner must have a minimum qualification of no less than the supervisor
- 4.2. For MSc and PhD degree thesis, an examiner must hold a PhD degree or higher, and a full-time staff of AIMST University.
- 4.3. Where an eligible examiner is not available, examiner with lower qualification could be appointed, must be with sufficient experience in the relevant field and the appointment is subjected to the approval of the Senate.
- 4.4. An examiner must have an established reputation in the area of the research thesis, and should have some experience with the supervision of postgraduate students.
- 4.5. A person is ineligible to serve as internal examiner if, with respect to the candidate or the supervisors, he/she is
 - 4.5.1. a close friend or relative, or
 - 4.5.2. a former supervisor, or
 - 4.5.3. a former student, or

- 4.5.4. involved in a partnership or dispute.
- 4.5.5. involved with research collaboration

5. Examination Board/ Committee

- 5.1. A viva-voce session will be scheduled not more than 3 months after the examiners' reports have been received. The student and supervisor will be informed of the viva date.
- 5.2. A Board of Examiners for the viva voce will be appointed, consisting of the following:
 - 5.2.1. Senate member (Professor or Associate Professor) as Chairperson;
 - 5.2.2. Faculty Dean or his/her representative;
 - 5.2.3. External examiner(s);
 - 5.2.4. Internal examiner(s);
 - 5.2.5. Main supervisor
 - 5.2.6. Co-supervisors
 - 5.2.7. Faculty PG coordinator as Secretary
- 5.3. The chairperson shall be appointed by the Vice-Chancellor.
- 5.4. All examiners must be present for the viva voce session. In a situation where the absence of an examiner resulted in a viva voce unable to be conducted within 3 months after the examiners' reports have been received, the university shall appoint a representative for the said examiner.
- 5.5. If the candidate is unable to attend the viva voce at the specified time and date, the candidate should submit a written requisition for postponement or change of date to the Centre for Postgraduate Studies, at least 3 weeks before the scheduled viva date. Postponement of viva voce examination will only be approved for medical or other reasons approved by the Senate.
- 5.6. Candidate who is absent for his/her viva voce examination must submit a written requisition to the Registrar not later than 48 hours from the date of the viva voce examination. The written application shall be enclosed with all relevant supporting documents. A candidate who is absent for his/her viva voce examination without prior informing the board or CPS shall be considered to have failed the examination.
- 5.7. The primary role of the Chairperson is to ensure that:
 - 5.7.1. The viva voce examination process is fair, reliable, consistent and not rigorous;
 - 5.7.2. The candidate has the opportunity to defend the thesis and respond to all questions posed by the examiners;
 - 5.7.3. Questioning by the examiners is conducted fairly and professionally;

- 5.7.4. The examiners adhere to the University's regulations and procedures, giving advice regarding the regulations to both the examiners and the candidate if required;
- 5.7.5. The examiners' preliminary independent reports have been completed prior to the examination;
- 5.7.6. That the examiners' joint report is completed at the end of the examination;
- 5.7.7. In the case of disagreement between the examiners, the Chair's role is confined to advising the examiners on their options; the Chair does not have an additional casting vote but should use his/her best endeavours to help the examiners to reach an agreed position; and
- 5.7.8. That the report is submitted to the Chairman of Postgraduate Studies in a timely manner. *(Appendix 2: Chairperson's confidential report form)*



**CENTRE FOR POSTGRADUATE STUDIES
NOMINATION AND RECOMMENDATION FORM OF
EXAMINERS FOR RESEARCH THESIS**

Instructions to the candidate:

1. This form must be submitted at least three (3) months prior to submission of **five (5) soft-cover bound** copies of thesis for examination.
2. This form must be **endorsed** by the Dean.

Section A: To be filled by the Supervisor

STUDENT DETAILS

Name	:	
ID number	:	
IC / passport number	:	
Degree / Programme	:	
Faculty	:	
Expected date of thesis submission	:	
	:	
Title of the thesis	:	
	:	
Research field <i>(please provide 3-4 keywords)</i>	:	

Details of the Examiner	External Examiner Nominee 1	External Examiner Nominee 2	External Examiner Nominee 3
Name			
Name and address of institution			
Curriculum vitae attached? Yes or No			
Phone			
Email			
Highest degree PhD or Others (please specify and provide justification if it does not meet eligibility criteria)			
Current position Professor or Associate Professor or Senior Lecturer or others (please specify and provide justification if it does not meet eligibility criteria)			
Related field of research Yes or No (if No, please specify and provide justification if it does not meet eligibility criteria)			
Related publications or projects			

Postgraduate supervision: PhD	Graduated : On-going:	Graduated : On-going:	Graduated : On-going:
Postgraduate supervision: MSc	Graduated : On-going:	Graduated : On-going:	Graduated : On-going:
Thesis examination - No. of thesis examined	PhD: MSc:	PhD: MSc:	PhD: MSc:
Justification for nomination			
Fulfill any of the ineligibility criteria? Yes or No (If yes, please specify)			
Consent obtained and available within the next 4 months for thesis examination? Yes or No (If No, please state availability)			

Details of the Examiner	Internal Examiner Nominee 1	Internal Examiner Nominee 2	Internal Examiner Nominee 3
Name			
Name and address of institution			
Curriculum vitae attached? Yes or No			
Phone			
Email			
Highest degree PhD or Others (please specify and provide justification if it does not meet eligibility criteria)			
Current position Professor or Associate Professor or Senior Lecturer or others (please specify and provide justification if it does not meet eligibility criteria)			
Related field of research Yes or No (if No, please specify and provide justification if it does not meet eligibility criteria)			
Related publications or projects			

Postgraduate supervision: PhD	Graduated : On-going:		Graduated : On-going:
Postgraduate supervision: MSc	Graduated : On-going:		Graduated : On-going:
Thesis examination - No. of thesis examined	PhD: MSc:		PhD: MSc:
Justification for nomination			
Fulfill any of the ineligibility criteria? Yes or No (If yes, please specify)			
Consent obtained and available within the next 4 months for thesis examination? Yes or No (If No, please state availability)			

Declaration by the supervisor	
I hereby declare that the nominated external and internal examiners are not a close friend or relative, or, a former supervisor, or, a former student, or, involved in a partnership or dispute or involved with research collaboration.	
Name of the supervisor :	Signature with date :

Section B: To be filled by the Faculty Postgraduate Committee
RECOMMENDATION FOR APPOINTMENT OF EXAMINERS

The Faculty Postgraduate committee recommends the following persons as examiners for this thesis

EXTERNAL EXAMINER - 1

Name of examiner : _____
Position : _____
Name of Institution and : _____
Address : _____
Highest academic qualification : _____
Area of expertise : _____

EXTERNAL EXAMINER - 2 (for PhD thesis)

Name of examiner : _____
Position : _____
Name of Institution and : _____
Address : _____
Highest academic qualification : _____
Area of expertise : _____

INTERNAL EXAMINER

Name of examiner : _____
Name of Institution and : _____
Address : _____
Highest academic qualification : _____
Area of expertise : _____

Section C: To be filled by the Dean

ENDORSEMENT BY THE DEAN

I hereby endorse and recommend the appointment of examiners for this thesis to the University Board of Postgraduate Studies. .

Signature : _____ Date: _____

Name : _____

Section D: To be filled by Board of Postgraduate Studies/ Centre for Postgraduate Studies

ENDORSEMENT BY THE CHAIRPERSON/ DIRECTOR

I hereby endorse and recommend the appointment of examiners for this thesis to the University Senate.

Signature : _____ Date: _____

Name : _____



12 December 2017

Ref. No: AIMST/CPS/MS_C_BIOTECH/FAS/121217

PROF. DR. MOHD. BAIDI BIN BAHARI

Dean
Faculty of Pharmacy
AIMST University

Dear Prof. Dr. Mohd. Baidi bin Bahari,

**SUB: APPOINTMENT AS CHAIRPERSON OF THE BOARD OF EXAMINERS FOR
MASTER IN SCIENCE (BIOTECHNOLOGY) VIVA VOCE EXAMINATION**

You are hereby appointed as the representative from the AIMST Senate to take the chair of the Board of Examiners viva voce examinations as follows:

Date : 20th December 2017 (Wednesday)
Time : 3:00pm
Venue: Faculty of Applied Sciences Meeting Room
2nd Floor, EIT Building, AIMST University

Name of Student : Jasvin Singh A/L Sarjit Singh
ID No : S15111259
Programme : Master of Science (Biotechnology)
Thesis Title : Antioxidant, Antimicrobial and Antidiabetic Activities of
Extracts of Barks of *Cinnamomum Cassia*

As a Chairperson, kindly submit your confidential report to the Chairman of Postgraduate Studies within three (3) working days upon the viva-voce completion in the attached format. Your significant input will further add value to the viva voce examination. The role of the Chairperson is herewith attached.

Thank you.

Sincerely,

PROF. EMERITUS DR. HARCHARAN SINGH SIDHU
Deputy Vice-Chancellor(Academic & International Affairs)

c.c. *Chairman, Centre for Postgraduate Studies*
Registrar
Centre for Postgraduate Studies

The primary role of the Chairperson is to ensure that:

1. The viva voce examination process is fair, reliable, consistent and not rigorous;
2. The candidate has the opportunity to defend the thesis and respond to all questions posed by the examiners;
3. Questioning by the examiners is conducted fairly and professionally;
4. The examiners adhere to the University's regulations and procedures, giving advice regarding the regulations to both the examiners and the candidate if required;
5. The examiners' preliminary independent reports have been completed prior to the examination;
6. That the examiners' joint report is completed at the end of the examination;
7. In the case of disagreement between the examiners, the Chair's role is confined to advising the examiners on their options; the Chair does not have an additional casting vote but should use his/her best endeavours to help the examiners to reach an agreed position; and
8. That the report is submitted to the Chairman of Postgraduate Studies in a timely manner.



Centre for Postgraduate Studies
CHAIRPERSON'S CONFIDENTIAL REPORT FORM

CHAIRPERSON OF VIVA VOCE	PROF. DR. MOHD. BAIDI BIN BAHARI	
CANDIDATE'S NAME	JASVIN SINGH A/L SARJIT SINGH	
DEGREE	MASTER OF SCIENCE (BIOTECHNOLOGY)	
TITLE OF THESIS	ANTIOXIDANT, ANTIMICROBIAL AND ANTIDIABETIC ACTIVITIES OF EXTRACTS OF BARKS OF <i>CINNAMOMUM CASSIA</i>	
DATE OF VIVA VOCE EXAMINATION	20 DECEMBER 2017	
EXAMINERS' DETAILS	<u>INTERNAL EXAMINER</u>	<u>EXTERNAL EXAMINER</u>
1. Please describe any unusual circumstances or events relating to the conduct of this viva voce (continue on a separate sheet if necessary)		
2. In the case of Pass (2) with substantial amendments, Resubmit (3) or Fail (4) category, what was the rationale behind the decision of the Board of Examiners? Please include the main supervisor's feedback regarding his/her role in ensuring the quality of the student's thesis.		

3. Please provide suggestions for the improvement of the viva (continue on a separate sheet if necessary)

4. Did the examiners wish to raise any matters for consideration by the Viva Committee in relation to the conduct of this examination? (continue on a separate sheet if necessary)

5. Did the candidate raise any matters pertaining to the arrangement or conduct of the viva or project?

Examiners' provided with guidelines prior to the examination?

YES

NO

Examiners' report forms provided at viva?

YES

NO

Joint Examiners' report forms completed at viva?

YES

NO

FORMAT CODE: CPS/PG/CHAIRPERSON_CONFIDENTIAL REPORT/2015/R01

I confirm that this examination was conducted in accordance with the regulations rules and procedures of AIMST University.

Name: _____

Signed: _____

Date: _____

SAMPLE

FORMAT CODE: CPS/PG/CHAIRPERSON_CONFIDENTIAL REPORT/2015/R01

SAMPLE