



1. PURPOSE

The purpose of this guideline is to explain to the academic and management staff at the Responsibility Centre's (RC) the criterias to be considered in appointing an External Examiner and Internal Examiner for the examination of Thesis or Dissertation or Research Project of a Doctoral and Master's Programme candidate.

2. RESPONSIBILITY

The Deputy Vice-Chancellor (Academic and International) and Head of RC are responsible to ensure the terms of appointment given in this document are adhered to in the appointment of External Examiner and Internal Examiner to examine the Thesis or Dissertation or Research Project of a Doctoral and Master's Programme candidate.

The Head of RC is also responsible to monitor the examination duration taken by the examiner appointed. If an External Examiner or Internal Examiner is not able to complete his task satisfactorily or if any emergency occurs, the Head of RC may appoint the reserve External Examiner or another Internal Examiner to examine the Thesis or Dissertation provided the appointment shall reported to the nearest Faculty meeting.

The Head of RC is also responsible to ensure an External Examiner is not appointed to examine two (2) Thesis or Dissertation simultaneously at any one time. The nominated reserve External Examiner is not considered for this purpose.

3. REFERENCE

- (1) UM (Doctoral Degree) Rules and Regulations (latest version).
- (2) UM (Master's Degree) Rules and Regulations (latest version).
- (3) Decision is made by Senate from time to time.

4. DEFINITION OF EXAMINER

An External Examiner refers to non full time or part time teacher of Universiti Malaya appointed by Senate from outside Universiti Malaya to examine the Thesis or appointed by the RC to examine the Dissertation of the candidate.



An Internal Examiner refers to a full time or part time teacher of Universiti Malaya appointed by RC from within Universiti Malaya to examine the Thesis or Dissertation or Research Project of the candidate.

5. COMPOSITION OF EXAMINER

Composition of examiner of Doctoral and Master's Programme by mode including the approval authority and research output is given in Attachment 1.

6. ROLE AND RESPONSIBILITY OF EXAMINER

Role and responsibility of the External Examiner and Internal Examiner is as follows:

- (1) evaluate Thesis or Dissertation or Research Report to ensure fairness, validity, reliability and consistency with learning outcome of the programme concerned.
- (2) Submit to the Head of RC a report with comments and suggestions for improvement (if any) to be taken action by the candidate as well as recommendation on the Thesis or Dissertation. The report shall be prepared in the prescribed format and submitted as soon as possible but not later than 45 days from the date of receipt of the Thesis or Dissertation.
- (3) Attend the Committee of Examiner's meeting and carry out the viva voce. Question the candidate to assess and verify the authenticity of the candidate's work.
- (4) Participate and determine the level of achievement of the candidate's Thesis or Dissertation and determine the duration required for corrective action as decided in the viva voce.
- (5) Shall not have any research and publication collaboration with the candidate; and
- (6) shall not have family ties with the candidate and/or supervisor.

7. APPOINTMENT CRITERIA OF EXAMINER FOR MASTER'S PROGRAM AND DOCTORAL PROGRAM

Appointment criteria for the External Examiner and Internal Examiner is as follows:

- (1) Appointment Criteria of Examiner for Doctoral Program Candidate (refer to Attachment 2).



- (2) Appointment Criteria of Examiner for Master's Program Candidate (refer to Attachment 3).

Information on proposed External Examiner shall be prepared in the format determined by Universiti Malaya (refer to Appendix 1 and Appendix 2).

8. APPOINTMENT DURATION OF EXTERNAL EXAMINER AND PREPARATION OF DATABASE

- (1) The appointment duration of the External Examiner and Reserve External Examiner (including consideration of special case) for Doctoral programme (by research and by mixed mode) is for five (5) years from the date of approval by Senate.
- (2) The information on all External Examiner and Reserve External Examiner approved by Senate will be kept in a database managed by Examination and Graduation Section, Academic Administration and Services Centre (AASC). Information in this database is as reference for all RC.
- (3) In a situation that requires the RC to blacklist an External Examiner approved by Senate (either currently in appointment or completed appointment term), this matter must be brought by the RC concerned to Senate to amend the information in the database.
- (4) Database for External Examiner and Reserve External Examiner approved by the Faculty meeting for the Doctoral programme (by Coursework and by Clinical) and Master's programme (by Rresearch and by Mixed Mode) must be managed by the RC concern.
- (5) In a situation that requires the RC to blacklist an External Examiner approved by the RC (either currently in appointment or completed appointment term), this matter must be brought to the Faculty meeting to amend the information in the database.
- (6) Administrator at the RC shall make reference to the database to ensure suggestion of names as External Examiners brought for Senate's consideration and approval are not blacklisted.



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**GUIDELINES FOR THE NOMINATION OF EXAMINERS FOR
DOCTORAL AND MASTER'S PROGRAMME CANDIDATE**

9. CONCLUSION

This guideline shall be read together with the Universiti Malaya (Doctoral Degree) Rules and Regulations and Universiti Malaya (Master's Degree) Rules and Regulations latest version.

This guideline is subject to change from time to time.

COMPOSITION OF EXAMINER

Composition of Examiners for Doctoral Programme and Master's Programme

- (1) Composition of Examiners for Doctoral and Master's programme by mode including the approval authority and research output is in Schedule 1.
- (2) In the absence of suitable expertise among teachers of the Universiti Malaya to be appointed as an Internal Examiner, another External Examiner may be appointed to perform the duties of the Internal Examiner.

Schedule 1: Summary of Composition of Examiners for Doctoral Programme and Master's Programme by mode

<i>Doctoral Program Mode</i>	<i>Composition of Examiners</i>	<i>Approval Authority</i>	<i>Research Output</i>
<i>Research</i>	<i>Two (2) External Examiner (and one (1) Reserve External Examiner) One (1) Internal Examiner</i>	<i>Senate Academic Responsibility Centre</i>	<i>Thesis</i>
<i>Mixed Mode</i>	<i>One (1) External Examiner One (1) Internal Examiner</i>	<i>Senate Academic Responsibility Centre</i>	<i>Thesis</i>
<i>Coursework</i>	<i>One (1) External Examiner One (1) Internal Examiner</i>	<i>Academic Responsibility Centre</i>	<i>Dissertation</i>
<i>Clinical</i>	<i>One (1) External Examiner One (1) Internal Examiner</i>	<i>Academic Responsibility Centre</i>	<i>Dissertation</i>
<i>Master's Program Mode</i>	<i>Composition of Examiners</i>	<i>Approval Authority</i>	<i>Research Output</i>
<i>Research</i>	<i>One (1) External Examiner One (1) Internal Examiner</i>	<i>Academic Responsibility Centre</i>	<i>Dissertation</i>
<i>Mixed Mode</i>	<i>One (1) External Examiner One (1) Internal Examiner or Two (2) Internal Examiner</i>	<i>Academic Responsibility Centre</i>	<i>Dissertation</i>
<i>Coursework</i>	<i>One (1) Internal Examiner</i>	<i>Academic Responsibility Centre</i>	<i>Research Project</i>
<i>Clinical</i>	<i>One (1) Internal Examiner</i>	<i>Academic Responsibility Centre</i>	<i>Research Project</i>

Note : External Examiner and Internal Examiner composition may change in accordance to the requirement stated in the Programme Standard or by the relevant professional body.

APPOINTMENT OF EXAMINER FOR DOCTORAL CANDIDATES

1. TERMS OF APPOINTMENT FOR EXTERNAL EXAMINER

(1) The requirements for appointment for an External Examiner by mode of programme shall be as follows:

(a) Doctoral Programme by Research

(i) has a PhD qualification or equivalent;

(ii) is a Professor, and

(iii) is from University/ Industry/ Research Centre abroad.

(b) Doctoral Programme by Mixed Mode / Coursework / Clinical

(i) has a PhD qualification or equivalent, and

(ii) is a Professor.

(c) Special consideration may be given by Senate for the appointment of an External Examiner who does not meet the qualifying criteria above but overall fulfills the following criteria for a candidate:

(i) Doctoral Programme by Research

(A) at least one (1) External Examiner appointed shall be a Professor;

and

(B) at least one (1) External Examiner appointed shall be from abroad:

and

(C) An expert with at least five (5) years of experience in the relevant field.
Evidence of documentation for this is determined by RC.

(ii) Doctoral Program by Mixed Mode / Coursework / Clinical

(A) External Examiner appointed shall be a Professor.

*and**

(B) An expert with at least five (5) years of experience in the relevant field.
The proof of documentation for this is determined by RC.

*Note: Appointment of External Examiner and Reserve External Examiner for candidate of Doctoral programme by mixed mode / coursework / clinical shall be at least a Professor and an Expert.

(2) External Examiner shall have five (5) active relevant research output in the respective field in the last five (5) years as follows:

(a) Publications

(i) Science Field : Relevant publications in Web of Science (WoS)

(ii) (A) Non-Science Field : Publications in

- Web of Science (WoS)

Relevant publications in journals listed in WoS under Science Citation Index Expanded™, Social Sciences Citation Index®, Arts & Humanities Citation Index® and Emerging Sources Citation Index (ESCI).

or

- Category A refereed journals endorsed by RC

Relevant publications in journals indexed by Scopus, ERA Journal List (Australian Research Council) and Malaysian Journal Management System.

or

- Category B refereed journals endorsed by RC

Relevant publications in journals approved by Faculty meeting from time to time.

or

- Relevant books and book chapters published by Universiti Malaya Publisher, Web of Science (WoS) Master Book List, *Majlis Penerbitan Ilmiah Malaysia (MAPIM)*, *Dewan Bahasa & Pustaka* or academic publications approved by Faculty meeting from time to time.

OR

(B) Subject Matter Expert

(i) has a First Degree qualification and ten (10) years of experiences;

and

(ii) has at least five (5) achievements from any of the following:

- Expert Consultant / Practitioner in the related field*;
- Shows expertise in the field, example Performance/ Exhibition / Creative Publication; or
- Mentoring / coaching.

Note*: Proof of the documentation for the above is determined by the RC.

- (3) External Examiners appointed for the same candidate shall from a different University/ Research Centre / Industry.
- (4) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor of Universiti Malaya shall not be appointed as an External Examiner.
- (5) An Emeritus Professor or Adjunct Professor from outside Universiti Malaya may be appointed as an External Examiner.
- (6) A former full time teacher of Universiti Malaya may be appointed as an External Examiner provided he has left the services of the Universiti Malaya for a period of not less than two (2) years from the date of appointment as an External Examiner.
- (7) A graduate of Universiti Malaya who is a former student of a candidate's supervisor may be appointed as an External Examiner provided that the graduate had

completed his studies at Universiti Malaya for the period of not less than five (5) years from the date of his appointment as an External Examiner.

2. APPOINTMENT REQUIREMENT FOR INTERNAL EXAMINER

- (1) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor of Universiti Malaya may be appointed as an Internal Examiner.
- (2) RC may appoint a Reserve Internal Examiner, if required. An Internal Examiner and a Reserve Internal Examiner may be appointed from other RC within Universiti Malaya.

APPOINTMENT OF EXAMINER FOR MASTER'S PROGRAMME CANDIDATES

1. APPOINTMENT REQUIREMENT FOR EXTERNAL EXAMINER

- (1) (a) The appointed External Examiner shall hold a PhD qualification or equivalent.
- (b) Special consideration may be given by the Faculty meeting if an External Examiner cannot meet the criteria above but can meet one of the following criteria:
- (i) has a Master's Degree with five (5) years relevant experiences;
 - or
 - (ii) is an expert with at least five (5) years of experience and professional qualification in the relevant field. Proof of documentation for the above is determined by RC.
- (2) The appointed External Examiner shall have three (3) active research output in the relevant field in the last five (5) years as follows:

(a) Publications

(i) Science Field : Relevant publications in Web of Science (WoS)

(ii) (A) Non-Science Field : (a) Publications in

- Web of Science (WoS)

Relevant publications in journals listed in WoS under Science Citation Index Expanded™, Social Sciences Citation Index®, Arts & Humanities Citation Index® and Emerging Sources Citation Index (ESCI).

or

- Category A refereed journals endorsed by RC

Relevant publications in journals indexed by Scopus, ERA Journal List (Australian Research Council), Malaysian Journal

Management System and Peer-Reviewed Conference.

or

- Category B refereed journals endorsed by RC

Relevant publications in journals approved by Faculty meeting from time to time.

or

- Relevant books and book chapters published by Universiti Malaya Publisher, Web of Science (WoS) Master Book List, *Majlis Penerbitan Ilmiah Malaysia (MAPIM)*, *Dewan Bahasa & Pustaka* or academic publication approved by Faculty meeting from time to time.

OR

(B) Subject Matter Expert

- (i) Has a First Degree qualification and seven (7) years experience;

and

- (ii) Has at least three (3) achievements from any of the following:

- Expert Consultant / Practitioner in the related field*, or
- Shows expertise in the field, example Performance / Exhibition / Creative Publication, or
- Mentoring/coaching.

Note*: Proof of the documentation for the above is determined by the RC.

- (3) An External Examiner shall be appointed from amongst University / Research Centre / Industry.

- (4) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor of Universiti Malaya shall not be appointed as an External Examiner.
- (5) An Emeritus Professor or Adjunct Professor from outside Universiti Malaya may be appointed as an External Examiner.
- (6) A former fulltime teacher of Universiti Malaya may be appointed as an External Examiner provided he has left the services of the Universiti Malaya for a period of not less than two (2) years from the date of appointment as an External Examiner.
- (7) A graduate of Universiti Malaya who is former student of a candidate's supervisor may be appointed as an External Examiner provided that the graduate had completed his studies at the University for the period of not less than five (5) years from the date of his appointment as an External Examiner.

2. APPOINTMENT REQUIREMENT FOR INTERNAL EXAMINER

- (1) An Emeritus Professor or Adjunct Professor or Visiting Professor or Honorary Professor of Universiti Malaya may be appointed as an Internal Examiner.
- (2) RC may appoint a Reserve Internal Examiner, if required. An Internal Examiner and a Reserve Internal Examiner may be appointed from other RC within Universiti Malaya.