

**Office of Dean Research**  
**MEMORANDUM**

Date:	29-11-2018
From:	Dean Research
To:	The Rector
Subject:	Criteria for Potential Doctoral Examiners

The selection of appropriate examiners is a vital part of thesis examination process. This process should be conducted in a fair and transparent manner by independent experts. While it is difficult to provide a fixed set of rules in this matter, this document aims to highlight some key issues that should be considered before embarking on the search and subsequent appointment of relevant and objective examiners.

Kindly approve the attached Criteria for Potential Doctoral Examiners

Thank you.



Dr Sammia Shahid

Dean Research  
University of Management & Technology, Lahore

Approved



30-11-18



## Criteria for Potential Doctoral Thesis Examiners

The selection of appropriate examiners is a vital part of thesis examination process. This process should be conducted in a fair and transparent manner by independent experts. While it is difficult to provide a fixed set of rules in this matter, this document aims to highlight some key issues that should be considered before embarking on the search and subsequent appointment of relevant and objective examiners.

### 1. Criteria for Selecting Panel Members

The examination panel; consisting of 02 foreign and 02 local examiners, should have a combination of the expertise and experience in order to provide appropriate feedback and a detailed examination report to both the Candidate and the Office of Controller of Examination (OCE). The following criteria should be considered when selecting potential examiners:

- a. **Availability:** Be available to mark the thesis within the recommended timeframe, i.e., 8 weeks from the receipt of the thesis
- b. **Qualifications:** For foreign external examiners, be a Professor or Associate Professor from a technologically/academically advanced country (detail available at HEC Website), having PhD degree and working in a higher education institute/university/R&D organization. However an Assistant Professor having PhD degree may be appointed as an external examiner on the basis of research profile and experience. Similarly, for local external examiners, be a Professor or an Associate professor having PhD degree and working in a higher education institute/university/R&D organization.
- c. **Research Activity:** Be an active researcher in the general area of the thesis (attach a brief CV which includes a list of key and/or recent publications)
- d. **Expertise:** Be an expert in his/her field, and is able to testify that the thesis being examined is appropriate for the level of the award
- e. **Independence:**
  - Be free from real or perceived bias with respect to the Candidate, Supervisor and the University;
  - Be independent of other examiners. Two examiners from the same institution cannot be appointed.
  - Maximum two examiners can be listed from the same country

2. The candidate's principal supervisor is normally responsible for submitting the

nominations for examiners to the Chairperson of the Department involved.

3. In proposing examiners, supervisors must be mindful of all connections between candidate, supervisors, mentors and proposed examiners. Such connections may be kinship based, professional, academic or personal and may include, for example, co-publication, joint holding of grants, etc. Supervisors are asked to state briefly why each examiner is appropriate for their role and why the pairing of the examiners is particularly suitable.
4. The supervisor is responsible for providing official email address/es of the external examiners for the evaluation of PhD thesis. However personal address is allowed in case of retired professor/teacher (please refer to point 6 for more details).
5. External examiners may be drawn from academia, industry or other professions. It is the responsibility of departments to ensure that the examiners being proposed fulfill the criteria set out in this document.
6. Retired members of academic staff, who are still active in their fields, can also act as examiners. Their institutional affiliation, in terms of whether they will be considered an internal or external examiner, will be that of their last employer.
7. An individual should **not** normally be appointed as an External Examiner if he/she:
  - a) has previously been involved in the supervision or assessment of the student in question
  - b) was previously a member of the same research group as the student in question.
  - c) has played a significant advisory role in the candidate's research
  - d) is expatriate Pakistani.
  - e) is a former member of UMT, except where a period of five years has passed,
  - f) is a former student of the UMT, except where a period of five years has passed
  - g) has previously held an honorary or visiting appointment with UMT, except where a period of five years has passed
8. Departments should avoid overuse of specific examiners

9. **Approval of Examiners:**

Thesis examiners are approved by the BASAR. Supervisors must demonstrate that the above criteria have been considered in selecting proposed examiners. In order to assist the Rector in the decision making process, the Principal Supervisor will need to submit the nomination of examiner (05 Foreign and 04 Local examiners), including a detailed fact paragraph (this could be their detailed CV) for each proposed examiner.

The fact paragraph will need to outline:

- a. The relevance of each nominee to the particular field and the examination process. For example, examiners may have expertise specific to the area, or be a more general examiner who is able to provide an overview of the thesis and this needs to be indicated in the fact paragraph;
- b. A list of the nominee's key and/or recent publications that indicate research activity and discipline expertise;
- c. The nominee's experience in examining theses, in publishing, supervision, and in gaining research grants;
- d. Other relevant details such as professional memberships and relevant industry experience.

Forms that are incomplete or that do not meet the above criteria may be returned to the advisers PhD (Programs)/COD's by Controller of Examination (OCE).



### Sample Format for Listing Examiners

(Date) preferably in the following format (26 June 2018)

Rector  
University of Management and Technology  
Lahore, Pakistan

Subject: **List for Examiners for PhD Linguistics (or any other) Dissertation Evaluation**

Dear Sir,

PhD (title of discipline) dissertation titled: “...” of Ms/Mr (name of the candidate), bearing University ID: ...conducted under the supervision of Dr:..... is ready for examination. A list of international/external examiners is prepared as per rules for the evaluation of the said dissertation. Kindly review the following list to approve the relevant experts.

<b>Foreign Examiners</b>					
	<b>Name</b>	<b>Designation &amp; Department</b>	<b>Research Interest</b>	<b>Mailing Address &amp; Contact No.</b>	<b>Consent</b>
1				Email Address:  Phone Number:  Postal Address:	
2				Email Address:  Phone Number:  Postal Address:	
3				Email Address:  Phone Number:  Postal Address:	
4				Email Address:  Phone Number:  Postal Address:	
5				Email Address:  Phone Number:	

				Postal Address:	
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<b>Local Examiners</b>					
	<b>Name</b>	<b>Designation &amp; Department</b>	<b>Research Interest</b>	<b>Mailing Address &amp; Contact No.</b>	<b>Consent</b>
1				Email Address:  Phone Number:  Postal Address:	
2				Email Address:  Phone Number:  Postal Address:	
3				Email Address:  Phone Number:  Postal Address:	
4				Email Address:  Phone Number:  Postal Address:	

**Attachments:**

CV's of all examiners with necessary details mentioned in 'Criteria for the Selection of Doctoral Thesis Examiners'.

Sincerely,

Dr/Mr (name)  
Adviser PhD Program  
(Designation)  
(Department's Name)  
University of Management and Technology, Lahore

(Note: Approval is required by Chairperson of the relevant Department and the relevant Dean before sending this document to the Office of Controller of Examination)