

5.0 NOMINATION OF EXAMINERS

5.1 Overview

Before a thesis can be submitted for examination, the main supervisor must nominate qualified examiners. This process ensures that every thesis is assessed by competent scholars who are experts in the field and independent of the supervisory team.

The nomination of examiners must be endorsed by JKPPS FSSH and approved by the Centre for Graduate Studies (CGS) before the student submits the thesis for evaluation.

5.2 Purpose of Nomination Process

The PA03 Nomination of Examiners Form serves to:

- Appoint examiners who are academically qualified and free from conflict of interest;
- Allow the Faculty and CGS to ensure fair and transparent evaluation;
- Enable early planning for the viva voce (oral examination) process; and
- Verify that the thesis has reached a stage of readiness for submission.

5.3 Timing of Nomination

The nomination of examiners must be initiated once the thesis has reached 80–90% completion and the supervisor is satisfied with the overall quality.

Supervisors are encouraged to begin this process at least two months before the intended thesis submission date to allow sufficient time for endorsement and approval.

Students cannot submit their thesis to CGS without examiner approval.

5.4 Composition of the Examination Panel

In line with Article 12 of the UNIMAS Graduate Studies Regulation (Research):

Programme	Examiner Composition
Master by Research	One (1) Internal Examiner + One (1) External Examiner
PhD by Research	One (1) Internal Examiner + One (1) External Examiners

Definitions:

- Internal Examiner – An academic staff member of UNIMAS (not part of the supervisory committee).
- External Examiner – A qualified academic or researcher from another higher education or research institution, approved by CGS.

5.5 Nomination and Endorsement Procedure

- i. Initiation by Supervisor
The main supervisor initiates the nomination by completing the PA03 form, listing the proposed internal and external examiners.
- ii. Each nomination must include:
 - a) Full name, institution, and contact details;
 - b) Academic qualification and field of specialisation; and
 - c) Justification for selection.
- iii. Faculty-Level Review
 - The completed form and supporting documents (CVs) are submitted to the FSSK Postgraduate Office.
 - The Postgraduate Coordinator reviews the nominations to ensure eligibility and alignment with CGS regulations.
- iv. JKPPS Endorsement
 - The Postgraduate Coordinator submits the nomination to the JKPPS FSSK for review and endorsement.
 - Once endorsed, the Faculty forwards the nomination package to CGS for final approval.
- v. CGS Approval
 - CGS verifies the qualifications, checks for conflicts of interest, and issues the official appointment letter to all examiners.
 - Only after CGS approval can the student submit the thesis for examination.

5.6 Supervisor's Confirmation of Thesis Readiness

Before final draft submission, the main supervisor must certify that the thesis:

- a) Is substantially complete and meets academic standards;
- b) Has undergone Turnitin similarity screening ($\leq 25\%$); and
- c) Is written in accordance with the UNIMAS Thesis Format Guidelines.

The supervisor's endorsement confirms that the student is ready for submission and examination.