

NOMINATION OF EXAMINERS FOR THESIS EXAMINATION

Notes:

1. This form is to be submitted to the CQT office **at least 2 weeks before the thesis is expected to be submitted for examination** so as to avoid delay in the examination process.
2. Number of examiners required for Doctoral Thesis Examination:
 - TAC will nominate 6 examiners (3 internal and 3 external examiners). CQT will select 3 examiners to assess the thesis, among them *at least 1 CQT Principal Investigator (PI) and 1 external examiner.*
3. Examiners are given **7 weeks** (from the date of receipt of thesis) to submit the examination report on the thesis to CQT. In any informal approach to examiners, please ascertain that they are willing to do this.

4. Particulars of Candidate:

| | |
|--|---------------------------|
| Name: | Matric No.: |
| Major (eg: Physics/Mathematics/Computer Science): | Expected Submission Date: |
| Thesis Title: (150-word abstract of thesis to be attached) | |
| Main Supervisor: | |

5. Proposed Internal Examiner:
(Refer to the Appendix for the requirements of examiners)

| | | |
|---------------------------------|---|---|
| Name (in full) & Present Title: | (1) <u>Asst/Assoc Prof/Prof/Emeritus Prof (CQT)</u> | (2) <u>Asst/Assoc Prof/Prof/Emeritus Prof (NUS)</u> |
| | | |
| Email: | | |
| Address : | | |
| Remarks: | Examiner's consent has been sought? | Examiner's consent has been sought? |
| | () Yes () No | () Yes () No |
| | | |
| Name (in full) & Present Title: | (3) <u>Asst/Assoc Prof/Prof/Emeritus Prof (CQT)</u> | (4) <u>Asst/Assoc Prof/Prof/Emeritus Prof (NUS)</u> |
| | | |
| Email: | | |
| Address : | | |
| Remarks: | Examiner's consent has been sought? | Examiner's consent has been sought? |
| | () Yes () No | () Yes () No |

6. Proposed External Examiner(s):
(Refer to the Appendix for the requirements of examiners)

| | | |
|--|--|--|
| Name & Title: | (1) <u>Assoc Prof/Prof/Emeritus Prof</u> | (2) <u>Assoc Prof/Prof/Emeritus Prof</u> |
| Present Designation & Institute Attached To: | | |
| Mailing Address: | | |
| Email: | | |
| URL of homepage & attached CV | | |
| Remarks: | Examiner's consent has been sought? | Examiner's consent has been? |
| | () Yes () No | () Yes () No |
| NDA Required? | () Yes () No | () Yes () No |
| NDA Obtained? | () Yes () No | () Yes () No |
| | | |
| Name & Title: | (3) <u>Assoc Prof/Prof/Emeritus Prof</u> | (4) <u>Assoc Prof/Prof/Emeritus Prof</u> |
| Present Designation & Institute Attached To: | | |
| Mailing Address: | | |
| Email: | | |
| URL of homepage & attached CV | | |
| Remarks: | Examiner's consent has been sought? | Examiner's consent has been sought? |
| | () Yes () No | () Yes () No |
| NDA Required? | () Yes () No | () Yes () No |
| NDA Obtained? | () Yes () No | () Yes () No |

7. Acknowledgement by Main Supervisor:

I declare that:

The proposed examiners have been notified and/or have given their consent.

In Ensuring that there will be no conflict of interest, I declare the proposed examiners:

- Are not related (by family) to me, my co-supervisor(s) or the candidate.
- Are not the candidate's research collaborators/co-authors.
- Have not been supervised by me or my co-supervisor(s).

I confirm the above proposed examiners have met all the criteria as specified on the Appendix attached.

Please tick one: **Yes** **No**

Remarks (clarify/justify if an examiner does not meet any of the above conditions; indicate potential conflicts of interest, if any) listed:

Signature of Main Supervisor

Date

a) **Proposed internal examiners:**

[] Approved [] Not Approved

b) **Proposed external examiners:**

[] Approved [] Not Approved

Remarks (if any):

Prof Berthold-Georg Englert
CQT Academic Committee Chairman

Date

Nomination Of Examiners For Thesis Examination

Important:

1. The oral examination panel will be a subset of the thesis examination panel, of which at least *two* examiners including *one* external (preferably two) plus a CQT nominee (who acts as an observer, chairs the event, and minutes the examination) must be present at the time of the oral examination.
2. TAC will nominate 6 examiners (3 internal and 3 external examiners). CQT will select 3 examiners to assess the thesis, among them *at least 1 CQT Principal Investigator (PI) and 1 external examiner to assess the thesis*. At least one examiner must be qualified to supervise PhD students at NUS.
3. To save time, the TAC should make provisional contact and consent of the proposed examiners should be sought informally before nomination. This should be indicated on the form under the '*Remarks*' column. The official invitation will come from CQT.
4. To ensure high standards and no conflict of interest, please note the following criteria for the proposed examiners.

(I) Proposed Internal Examiner:

- Internationally-recognized scientist in the field identified by the usual criteria (research output, citations, etc) and qualified to supervise PhD students
- Should not be in a conflict of interest of any kind; a potential conflict of interest must be declared*
- May be a member of the Thesis Advisory Committee (except for the supervisor), although if the TAC member has been highly involved in the supervision of the thesis, this should be avoided

(II) Proposed External examiner(s):

- a. The examiners should be proposed by the Thesis Advisory Committee (TAC) and must meet the following criteria for approval:
 - Internationally-recognized scientist in the field as identified by the usual criteria (research output, citations, etc) and at least Associate Professor level or equivalent
 - From leading universities or research institutions
 - Not from NUS nor from the institution in which the candidate is performing all or a substantial part of his / her research work, if different from NUS
 - Should not be in a conflict of interest of any kind; a potential conflict of interest must be declared*
 - Not a member of the TAC who has been much involved in the supervision of the thesis
 - Not an adjunct staff to the Department from which the candidate originates
- b. Honorarium for external examiner - S\$500 for doctoral thesis. Please note that external examiners holding joint / adjunct position in NUS would not be given honorarium.

Footnote: * Conflict of interest occurs when examiners find it difficult to objectively and fairly evaluate the candidate's thesis without taking into consideration their personal relationship to the candidate or the candidate's supervisor(s), TAC members, or research group. A conflict of interest exists, for example, (1) for family members of the candidate or the supervisor; (2) for co-authors of the candidate. A conflict of interest could exist, for example, (1) for co-authors of the supervisor; (2) for former students of the supervisor; (3) for the supervisor's supervisor. BGS also prefers not to choose examiners who received their higher degree from the same department as the supervisor.