

**Dissertation/Thesis Examination Committee Form**

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| **Candidate details:** |
| **Full name:** |  |
| **ID number:** |  | **College:** |  |
| **Examined Degree:** |  | **Member of academic staff?:** | **Yes/No** |
| **Dissertation/Thesis Title:** |
|  |
| **Proposed External Examiner(s) – Personal information (title, position, institution, terminal degree, field, email address, and address)** |
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| --- | --- |
| **Full name:** |  |
| **Title/ Position:** |  |
| **Institution:** |  |
| **Country:** |  |
| **Terminal degree:** |  |
| **Discipline or field:** |  |
| **Email address:** |  |
| **Address:** |  |

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| **Has the proposed external examiner examined previously at AU?** |
| **Yes/No** |
| **Relevant publications in the last 5 years**  |
|  |
| **Has the proposed Examiner(s) acted as External Examiner for an PhD/DBA on a previous occasion?\*[[1]](#footnote-1)** |
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| --- | --- | --- | --- |
| **PhD**  | Yes/No  | **If yes: How many:**  |  |
| **DBA** | Yes/No  | **If yes: How many:**  |  |

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| --- | --- |
| **Where** | **University Name**  |
| **UAE** |  |
| **Northern America** |  |
| **Europe** |  |
| **Australia** |  |
| **Other** |  |

This does not have to be exhaustive |
| **Has the proposed external examiner supervised PhD/DBA students to successful completion?\*** |
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| --- | --- | --- | --- |
| **PhD**  | Yes/No  | **If yes: How many:** |  |
| **DBA** | Yes/No  | **If yes: How many:** |  |

|  |  |
| --- | --- |
| **Where** | **University Name**  |
| **UAE** |  |
| **Northern America** |  |
| **Europe** |  |
| **Australia** |  |
| **Other** |  |

Again, this does not have to be exact but allows us to gauge experience if we need to ensure sufficient balance in the team. **Please submit a copy of the Examiner’s CV.** This is so the publication history can be scrutinised to ensure sufficient externality. |
| **As an External Examiner, it is important that you are independent of the candidate, the University and the project. Therefore, please answer the following question and use this section to disclose any contact.****Do you have any conflict of interest with the Candidate/AU and/or Project?** |  |
| **Yes/No** **Please read and sign the statement of declaration (given below)**  |  |
| **Internal Examiner**  | Or Serves as a committee member of  |
|  |  |
| **Proposed Independent Chair** |  |
|  |  |
| **Supervisor(s)** |  |
| **Principal supervisor:** **Co-supervisor(s):** |  |
| **Proposed dissertation’s/thesis defense date** |  |
|  |  |
|  |  |
| **Student Signature** |  |
|  | ………………………………………………………………. **(Signed)** |
| **Supervisor(s)** |  |
|  | ………………………………………………………………. **(Signed)** |
| **College Dean** |  |
|  | ………………………………………………………………. **(Signed)** |
| **DGSR**  |  |
|  | ………………………………………………………………. **(Signed)** |

**External Examiner’s Statement of Declaration**

Please ensure this form is typed or if handwritten is clearly legible and signed.

**Statement:** As an external examiner for the candidate, it is important that the Ajman University determine that the intended individual possesses field expertise, academic competence, relevant experience and the ability to carry out the role without bias and provide impartiality to the examining process. By ensuring the above it protects the candidate’s student experience and examination process both during and beyond, but also protects the Ajman University integrity.

Please thoroughly inspect the below guidelines relating to conflict of interest which have been created to act as general rules of best practice. It is acknowledged that within certain subject area’s it may not be possible to avoid all of the below however this does not mean that appointment is impossible. In such circumstances please declare which guideline/s you are unable to adhere to and include supporting rationale. This will enable the Post Graduate Committee to make an informed decision on your suitability for the role of external examiner.

**Guidelines:**

* The external examiner has not published/co-authored with the candidate, the proposed internal examiner or any member of the supervisory team.
* The external examiner has not worked for Ajman University within the past 3 years.
* The external examiner has not had any personal, emotional or social relations with the candidate.
* The external examiner has not had any personal or emotional relations with the proposed internal examiner or supervisory team

**Disclosure:**

If you feel that you do not meet the criteria above or you are in any doubt, please disclose the full details here including supporting rationale:

I can confirm that I the proposed external examiner have read and understood the guidelines above. I confirm that by signing this form I have met the criteria or if I am unable to adhere/or I am in any doubt I have disclosed this information.

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| **Signature:** |  |
| **Date:** |  |

1. Questions that are marked by “\*” indicate that those questions are essential for examining doctorate degrees. [↑](#footnote-ref-1)