

Document Title: **External Examiner for Thesis/Dissertation Payment Guidelines**

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Aim and Objectives

The aim of this document is to provide guidelines related to the payment of Thesis/Dissertation external examiners.

Guidelines

- 1- This practical guide complements Ajman University (AU) policies, associated forms (AGS3), and AU travel policy.
- 2- Each respective college covers external examiner payments from its own college budget unless agreements/approvals are made for otherwise.
- 3- External examiners should be selected from reputable universities (i.e., at least the same rank as of the AU or, preferably, of a higher rank, all are based on QS World University rankings at the year of the external examiner's nomination). It is highly recommended, whenever relevant, that external examiners to be selected from UAE, GCC, and then beyond.
- 4- For both master and doctorate levels, the same external examiner might be selected to examine a maximum of two theses/dissertations each year with a maximum of 10 every 6 consecutive years; however, in cases where level of expertise is required then an approval should be granted by the DGSR.
- 5- The payment for examination and related activities will be processed as per the following guidelines:
 - AU pays to external examiners for master thesis examinations an amount of AED 1,000.
 - AU pays to external examiners for doctoral dissertation examinations an amount of AED 2,000. This amount is payable following the examination and after filling in the specified/designated form(s).

- In cases of a full re-examination to the same thesis or dissertation, AU pays a 50% of the amount that was paid for the first examination.
- All the thesis/dissertation examinations shall be conducted digitally using online platforms (e.g. Zoom, Microsoft Teams or any other suitable software for the same purposes). AU do not covers any other expenses (e.g. transport, accommodation, subsistence etc.) from inside the UAE or outside UAE.