

Guidelines for External/Internal Examiners

JSMU Post Graduate Examinations

Eligibility of External examiners

Advanced Studies and Research Board (ASRB) or the Chairman ASRB/VC are responsible for nominating well-qualified, objective, experienced individuals as external examiners, not associated or affiliated with JSMU. Reflecting the importance of this role, it is imperative that the External Examiners:

1. Have an established reputation in the area of the thesis research and be able to judge whether the dissertation is acceptable at a university level. It is preferable that they should have publications in area of the thesis research or related areas.
2. Have had previous experience with the thesis supervision and examination of Masters/Doctoral students.
3. Hold a PhD or a degree at the same level, which the Candidate is pursuing.
4. Hold the rank of Full, Associate, Assistant or Emeritus Professor at a university that offers the degree the Candidate seeks. If a nominated examiner is not currently associated with a university, she/he should have some previous university affiliation / prior experience of teaching at the university level. In these cases, a brief CV or a statement outlining the relevant qualifications of the nominee should be included.
5. Have not acted as External Examiner in the Candidate's previous graduate program or have research or other collaboration with the supervisor in the past three years.

A person is ineligible to serve as External Examiner if, with respect to the Candidate or any member of the Candidate's Supervisory Committee, or the institution she/he is:

- a close friend or relative; or
- a research collaborator and/or co-author within the past 3 years; or
- a former supervisor (for the Candidate, Supervisor or Co-Supervisor only); or
- a person who has offered future employment or mentorship to the Candidate; or
- involved in a dispute with supervisor, co-supervisor or any senior member of the university; or
- refused employment by the university

Responsibilities of External Examiner

1. Declare conflict of interest ahead of time based on the criteria for eligibility above.
2. Examiners must read the thesis thoroughly before coming to the thesis defense, and prepare the list of suggestions/comments with the queries/questions.
3. Assessment of thesis has to be done with a critical review focusing on the student's ability to justify the study and qualify at the level of Master/PhD, depending on the area of study.
4. The decision of the thesis defense will be done through the discussion after the examination. Only the external and internal examiners would be there at that time. The decision would be forwarded to the Neutral Chair. The Neutral Chair would call the candidate and announce the result in presence of examiners.
5. Conduct the exam in a peaceful manner without threatening the students or being biased towards the student. The exam has to be conducted in a respectful manner and if the student gets aggressive, the examiners have the right to ask the neutral chair to halt the examination and register their concern. On reaching consensus the student may be cautioned or in the worst-case scenario exam may be cancelled. The university has the zero tolerance to any kind of violence in our institution.
6. In case of any untoward incident, the neutral chair may call the Vice Chancellor or the Director Research or any of their nominees to make the final decision on the conduct of the exam.