

5. Procedures for appointment

- 5.1 External Examiners are usually identified by the Department/ Centre in consultation with the Dean/ Director.
- 5.2 The prospective nominee is advised of the scope and nature of the responsibilities by the Head of the Department/ Centre Director. If s/he is willing to accept the appointment, s/he should provide a *curriculum vitae* and confirm his/her willingness to undertake the duties.
- 5.3 All proposals for the appointment of new External Examiners should be approved by Faculty/ Board of Studies, the Teaching and Research Committee. Information paper to be submitted to Senate.
- 5.4 Requests for extension of appointment of External Examiners (if any) should be approved by the Faculty Board and the Teaching and Research Committee.
- 5.5 External Examiners should be appointed for all final year undergraduate and at the beginning of year I of the postgraduate degree Programmes.

External Examiners should be appointed for the whole duration of all new Professional Programmes only.

Any request from Faculties pertaining to the appointment of External Examiners for any new Programme of Studies would be considered on a case-to-case basis and should be supported by relevant cost implications.