



## RECOMMENDATION FOR EXTERNAL EXAMINER FOR PHD DISSERTATION DEFENSE

Student Name: \_\_\_\_\_ KAUST ID #: \_\_\_\_\_

Program: \_\_\_\_\_ Degree: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

### Nominees for External Examiner (should meet the conditions specified on page # 2):

#### Nominee 1:

Name: \_\_\_\_\_ Rank/Position: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Relevant Qualifications: \_\_\_\_\_

Bio/Web link of the proposed External Examiner is attached for Dean's approval: Yes  No

Describe Conflict of Interest (if any):

#### Nominee 2:

Name: \_\_\_\_\_ Rank/Position: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Relevant Qualifications: \_\_\_\_\_

Bio/Web link of the proposed External Examiner is attached for Dean's approval: Yes  No

Describe Conflict of Interest (if any):

#### Nominee 3:

Name: \_\_\_\_\_ Rank/Position: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Relevant Qualifications: \_\_\_\_\_

Bio/Web link of the proposed External Examiner is attached for Dean's approval: Yes  No

Describe Conflict of Interest (if any):

Signatures:

\_\_\_\_\_

(Research Supervisor) (Date)

\_\_\_\_\_

(Dean or Delegate) (Date)

Approved:

Priority 1: Nominee 1  Nominee 2  Nominee 3

Priority 2: Nominee 1  Nominee 2  Nominee 3

## Selection of External Examiner Nominees:

The research supervisor is responsible for nominating well-qualified, objective, and experienced individuals who are not permanent faculty at KAUST. The specific qualifications of an external examiner are:

- Holds a PhD
- Has had previous experience with supervision and examination of Doctoral students
- Has an established reputation in the area of the dissertation research and is able to judge whether a dissertation is acceptable.
- Should be of either Full or Associate Professor rank if at a university, or have comparable expertise and standing if not at a university. Please attach a Bio/Web link for the Dean to approve.
- If they are not presently associated with a university, nominees should have some previous university affiliation. **Please attach a Bio/Web link and include a statement outlining the relevant qualifications of the nominee.** In particular, please describe how the nominees meet the other criteria for appointment as noted above.

## Additional Requirements:

On the form, please comment on the relevant qualifications of each nominee by noting field(s) of expertise and achievements, or by listing specific publications that relate to the candidate's research. Explain why each nominee would be a suitable examiner for the dissertation.

You must nominate **three (3) people** for the role of external examiner.

## Avoiding Conflict of Interest:

The proposed external examiners must not be closely associated with the PhD candidate as research collaborators, co-authors, previous supervisors, through family ties, or the like.

Once the external examiner is appointed and prior to the PhD defense, the research supervisor and PhD candidate must not contact the appointed external examiner with regard to the dissertation, and should direct any contact initiated by the external examiner to the Graduate Program Coordinator (GPC).

## External Examiner's Attendance at the Final Doctoral Oral Examination/Defense:

The attendance of the external examiner at the oral defense is encouraged but not required. If the external examiner cannot be present, Skype video conferencing is required.

Once the external examiner submits his/her report and chooses not to attend the PhD defense (attends only via Skype), then s/he will be paid an honorarium in the amount of USD 500.

If the external examiner submits his/her evaluation report and chooses to attend the PhD defense in KAUST, then the authorized travel agency at KAUST can issue a return least-expensive Business Class ticket to/from the point of origin of the external examiner. In this case, the external examiner will receive a USD 1500 honorarium for the evaluation report and for attending the oral PhD defense. Within this option, the external examiner can also choose to buy his/her own suitable airplane ticket. In this case s/he will receive a USD 1500 honorarium and will be reimbursed for his/her airfare up to the amount quoted by KAUST travel agent.