Initiation of Action to Nominate Examiners for Thesis Examination and Oral Examination

This form is required to seek the School’s approval on the appointment of examiners for Thesis Examination and Oral Examination. The nominations must be made **three (3) months** before submission of thesis in a form ready for examination.

Please read the guidelines in Annex A before completing the form.

Please complete Parts I and II before returning it to the Graduate Studies team at gradprog_LKCMedicine@ntu.edu.sg

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**Part I: To be completed by Student**

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Matriculation No.:</th>
<th>Commencement Date:</th>
</tr>
</thead>
</table>

**Thesis title:**

**Declaration:**

I, the above named, wish to inform the School that I have discussed the progress of my candidature with my supervisor(s), and he/she/they has/have agreed that I am able to submit my thesis in a form ready and acceptable for examination **three (3) months** from the date indicated below.

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
</tr>
</thead>
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**Part II: Nomination of Examiners for Thesis Examination**

*(to be completed by Primary Supervisor)*

<table>
<thead>
<tr>
<th>i. Internal Examiner 1</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<th>i. Internal Examiner 2</th>
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<tbody>
<tr>
<td>Name:</td>
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<table>
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<tr>
<th>ii. External Examiner (1)</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Department, University and Country:</td>
</tr>
<tr>
<td>Email:</td>
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</tbody>
</table>

The examiner has ☐ Ph.D. and/or ☐ medical qualification.
iii. External Examiner (2)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation</th>
<th>Department, University and Country:</th>
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</table>

Email: _______________________________ Contact no.: _____________________________

The examiner has ☐ Ph.D. and/or ☐ medical qualification.

iv. External Examiner (3)

(Act as reserve)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation</th>
<th>Department, University and Country:</th>
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</table>

Email: _______________________________ Contact no.: _____________________________

The examiner has ☐ Ph.D. and/or ☐ medical qualification.

Part II

<table>
<thead>
<tr>
<th>Nomination of Examiners for Oral Examination</th>
<th>(to be completed by Primary Supervisor)</th>
</tr>
</thead>
</table>

i. Internal Examiner

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department/School:</th>
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</table>

I hereby confirm that the abovementioned student would be able to submit the thesis in a form ready for and acceptable for examination by the deadline indicated above.

Name and Signature of Primary Supervisor ___________________________ Date ___________________________

Part III: Approval from PhD Programme Director:

The nomination of examiners for student’s Thesis Examination is approved / not approved.

Comments

Name and Signature ___________________________ Date ___________________________
Annex A

Appointment of Thesis Examiners

Candidates must discuss with supervisor(s) on their progress first before initiating the process of nominating examiners.

The nomination should be made at least three (3) months before the expected date of thesis submission for examination.

Candidate and supervisor must submit the following:

- Form for Initiation of Action to Nominate Examiners for Thesis Examination (Annex O)
- Examiner’s acceptance of appointment email acknowledgement
- Examiner’s curriculum vitae and examiner’s publication list

Composition of Thesis Examiners

A PhD thesis requires at least three independent examiners: one internal and two external examiners.

- Examiners for PhD students must be PhD holders themselves or hold its equivalent doctoral research degrees.

- The examiners can be appointed from members of the Thesis Advisory Committee (TAC) provided there is no conflict of interest and that these TAC members do not have joint publications with the PhD candidate.

- The internal examiner must be NTU’s faculty – Professor, Associate Professor or Assistant Professor. NTU’s lecturers and senior lecturers cannot be internal examiners.

- The external examiner should be an academic staff with good international standing in his / her field of research. He / She must be a senior faculty staff of the rank of Associate Professor or full Professor from a top university or a senior researcher in an international research institution.

- In the case of a senior researcher from a reputable international research organisation who is invited to be an external examiner, he / she should have some prior experience in supervising and examining PhD students.

- Both external examiners cannot be from research organisations only. At least one of the external examiners should come from an internationally recognised reputable university.

- Visiting Professors may be appointed as external examiners provided they have already left NTU when the thesis is ready for examination. Ex-supervisor(s) of the student cannot be appointed as the external examiner.

- Both the external examiners should not be from
  - local institutions only
  - same overseas university
  - research institutions only (without any academic affiliation or prior PhD supervision experience)
• As a general guide, an external examiner should have a strong publishing record with a good number of papers in top SCI (Scientific Citation Index) journals in the given research area. The School is expected to carry such verification especially for external examiners who did not obtain his/her PhD from top established universities.

• The appointment of examiners is confidential. The supervisor is to provide a list of suitably-qualified nominees to the Graduate Programme team and the School will make the final selection from the pool of nominees. The identities of the examiners will not be revealed to students and supervisors.

Prior to Submission of Thesis

The thesis should take the form of a monograph and must be a record of the candidate’s own research, written in his/her own words and not an assemblage of papers documenting the work of multiple contributors. It should describe problems and failures as well as successes. Data obtained in collaboration with other researchers may be included, but its provenance should be explicitly indicated in the text. It is an expectation, though not a strict requirement that the research undertaken will lead to the publication of one or more peer reviewed publications. Papers or patents arising from the research may be submitted together with but not in lieu of the thesis. The thesis should not exceed 40,000 words.

The candidate is required to prepare the following documents before submission of thesis:

• Receipt of examination fee. (You can find out the amount on your admissions letter).

• Pdf copy of your final thesis. It should include the following Declaration Statements:
  I. Statement of Originality,
  II. Supervisor Declaration Statement and,
  III. Authorship Attribution Statement

• Academic records which you can download from GSLink.

• Abstract (150 words or less).

• Turnitin Originality Report (only the 1st page with the percentage shown is required). The current guide for plagiarism checking is ≤ 15%. If the percentage exceeds the maximum, the thesis must not be submitted and candidate is required to follow up with supervisor. Please submit a pdf copy of your final thesis to gradprog_LKCmedicine@ntu.edu.sg for plagiarism checking. To access Turnitin Plagiarism Detection Tools, please login to NTULearn (https://ntulearn.ntu.edu.sg) using your NTU network ID and Password.

You are required to hand your Turnitin Originality Report in person to the Graduate Studies team before your online thesis submission.

Submission of Thesis

The documents that you would be required to upload are:

• Pdf copy of your final thesis (maximum file size limit of 60MB) with the following Declaration Statements:
  I. Statement of Originality,
  II. Supervisor Declaration Statement and,
  III. Authorship Attribution Statement

• Academic records
• Abstract (150 words or less)
• Receipt of examination fee

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1 including footnotes, but excluding appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.
Please upload the above mentioned documents to the Thesis Submission Portal at GSLink → Academic → Thesis (for Research Student only) → Thesis Submission

**Important Notes:**

- The date on which the supervisor endorses the thesis to be in an acceptable form for examination online will be taken as the date of submission.
- Ensure the thesis that you uploaded onto the portal is the final version of the thesis that is to be read by the examiners. No changes are allowed once your thesis is uploaded onto the portal.
- Candidates who submit the thesis in a form ready and acceptable for examination before or within the first 2 teaching weeks of a semester will not be liable for tuition fee for that semester.
- Candidates who are in the programme of study for more than two weeks of a semester are liable for tuition fees for that semester as long as they have not submitted their thesis in a form ready for examination.
- Candidates who submit their thesis before 30 September (for Semester 1) or 31 March (for Semester 2) may pay half a semester’s fee. Students who submit their thesis beyond 30 September (for Semester 1) or 31 March (for Semester 2) shall be liable for full fees for the semester.
- Once you have submitted all required documents, a pop-up window will appear. You may then enter the proposed new thesis title which is subject to approval. Please ensure you “allow pop-up” on your browser so that you can key in the amended thesis title.

**Post-Thesis Submission**

The thesis examiners are given up to two months to complete their examination of the thesis.

**Thesis Amendments / Re-examinations**

For minor amendments, the School will proceed to arrange the Oral examination and the candidate shall be given one month from date of the oral examination to make amendments to the thesis.

For major amendments, the candidate shall be given three months from the date of the examination outcome notification from OAS to make amendments to the thesis.

For thesis examination outcome of either major amendments or further study, the amended thesis shall be reviewed and confirmed acceptable for award of degree before the student can proceed to oral examination.

For internal examiner who recommended major amendments, the School shall send the amended thesis, together with all examiner’s original reports and candidate’s responses to all examiners’ comments, to him/her for review.

For external examiner who recommended major amendments or further study, the amended thesis shall be reviewed and confirmed by either

a) the external examiner himself/herself if he/she agrees to a re-examination, or
b) the internal examiner who shall on behalf of the external examiner ensure that all requirements and concerns have been appropriately addressed.

The School shall liaise with the internal examiner and OAS shall liaise with the external examiner.

Both internal and external examiners are given two weeks to review the amended thesis.

The School shall proceed to arrange the oral examination within one month from the date of
a) the internal examiner’s confirmation to the School that the thesis is satisfactorily amended and it is acceptable for award of degree subject to the student passing the oral examination, or

b) the re-examination outcome notification from OAS.

Should the amended thesis be deemed to be unsatisfactory and further amendments are required, the candidate shall be given one month from the date of the re-examination outcome notification from OAS to make amendments to the thesis for re-submission.

**Oral Examination**

The oral examination is the final assessment of a student’s research by the University and it is mandatory for all PhD students. The candidate must present himself / herself for an oral examination on the subject matter of the thesis and related subjects.

The core composition of members for the candidate’s PhD Oral Examination panel shall include the School Chair or his nominee, and at least two other examiners (one who is the University examiner and another examiner who represents the external examiners).

The Chairman of the panel, whose role is that of the representative of the School Chair, should be a senior faculty staff who is an Associate Professor or above from the home School of the PhD candidate.

The PhD Oral Examination panel consists of the following members:

- a) The Chair or his nominee (from same School as PhD candidate)
- b) Internal/University Examiner 1 (from the same or a different School from the PhD candidate, can be TAC member).
- c) Internal Examiner 2 (from the same or a different School from the PhD candidate, can be TAC member, who will ask questions posed by the external examiners).
- d) Additional Examiner(s) as appropriate and approved.

**Important Notes:**

TAC members can be appointed as PhD Oral Examination panel members provided there is no conflict of interest and they have not published any paper with the PhD candidate.

The supervisor and co-supervisor, including ex-supervisor(s), cannot serve as members of the Oral Examination panel. They can only act as observers with no voting rights.

The PhD Oral Examination is open to all to attend, except in cases where some Intellectual Property issues may be involved. In these latter cases, the supervisor and PhD candidate can seek the approval of the Chair of the School for a ‘closed door’ oral examination to be conducted by the panel.

External examiners are not required to be present but may attend the Oral Examination as voting members.

In exceptional circumstances, the Oral Examination can be held by video-conferencing or by other remote means as granted by the School Chair with the approval of Dean, Graduate College.

**Post Oral Examination**

The result of an oral examination will be one of the following:
a) Pass the oral examination without any further amendments to the thesis.
b) Pass the oral examination with the requirement to attend to all amendments to the thesis to the satisfaction of the appointed panel member.
c) Fail the oral examination and must repeat it at a later date with no further amendments to the thesis.
d) Fail the oral examination and must repeat it at a later date after amendments to the thesis.

The repeat oral examination should be conducted at a date agreed upon by all the panel members. It should not be later than eight weeks after the date of the first oral examination.

The result of a repeat oral examination will be one of the following:

a) Pass the oral examination without any further amendments to the thesis.
b) Pass the oral examination with some amendments to the thesis.
c) Fail the repeat oral examination.

The final outcome of the Oral Examination panel is generally expected to be made by consensus. In cases where such consensus is not possible, the majority view will prevail. In such cases, a written record of the reasons for dissenting view and the name of the panel member must be put on record and this should be submitted together with the final report.

Should the candidate fail the repeat oral examination, his case will be put forward to the Chair of the School for further consideration. The case may also be reported through the Dean of College to Dean, Graduate College for approval.