

**MZUZU UNIVERSITY****GUIDELINES FOR APPOINTMENT OF EXTERNAL EXAMINERS/CONSULTANTS****1. Appointment**

Senate shall appoint External Examiners for all degrees, diplomas and certificates on the recommendation of the Faculty Board.

**2. Qualification**

- a) An External Examiner shall be a holder of a first degree and a higher Degree from recognised University.
- b) He/she shall be at Senior Lecturer or above - level of a-ppointment.

**3. Nomination Procedures**

- a) The nomination of an External Examiner will be a responsibility of each Department.
- b) Each Head of Department will submit its nomination together with supporting information including the Curriculum Vitae to the Faculty, which will recommend to Senate for appointment.
- c) An External Examiner must be a person who is not on the establishment of Mzuzu University (including adjunct staff) and shall be appointed for one year normally renewable for a maximum of two further years.
- d) A former member of the established staff may not be appointed as an External Examiner until at least four years have elapsed since he/she left the University's appointment.
- e) An External Examiner may not be re-appointed until at least three years have elapsed from the termination of the previous appointment.
- f) An External Examiner may be appointed from a recognised institution of higher learning.

**4. An External Examiner shall among others fulfil the following duties:**

- a) moderate draft examination papers.
- b) assess scripts after the examinations have been written and marked by internal examiners.
- c) assess dissertations and projects including grades that form continuous internal assessment.
- d) interact with members of the department including students whenever possible.
- e) submit a written report to the Vice Chancellor on the general standards of the examination and on the candidates' performance.
- f) act as consultants on the following:
  - i) staffing
  - ii) syllabus/curriculum
  - iii) teaching facilities
  - iv) research

**5. Action on the External Examiner's Report**

- a) The Vice Chancellor shall submit a copy of the External Examiner's report to the Department concerned through the Dean.
- b) Each Department Head shall then arrange a meeting of staff in the Department to discuss the report in detail and to make brief comments thereafter send to the Dean for his/her action.
- c) The Dean shall convene a Faculty Board to discuss Department comments on the report.
- d) The Faculty will submit its comments on the report to Senate.

## **6. Remuneration**

The University shall remunerate an External Examiner on the following rates:

a) For Undergraduate

1 - 50	Candidates	U\$150
51 - 100	Candidates	U\$200
101 - 150	Candidates	U\$250
151 - 200	Candidates	U\$300

b) For Master's degrees

U\$200 per candidate

c) For Doctorate degrees

U\$500 per candidate

## **7. Other Benefits**

University will provide bed and breakfast, meal allowance and transport.