Majlis Dekan

UNIVERSITI MALAYSIA SARAWAK

Garis Panduan Pelantikan Pemeriksa Luar

1. Tujuan

Kertas kerja ini bertujuan untuk mendapatkan pertimbangan dan kelulusan Majlis Dekan Universiti Malaysia Sarawak bagi menerimapakai garis panduan berkaitan pelantikan pemeriksa luar bagi program pengajian prasiswazah di Universiti Malaysia Sarawak.

2. Latar Belakang

2.1 Pelantikan pemeriksa luar adalah penting bagi sesuatu fakulti bagi membantu dalam menasihat pertimbangan pengajaran dan pembelajaran dan memastikan kehidmat sokongan akademik berjalan lancar.

2.2 Mekanisme yang sediada adalah berdasarkan kepentingan dan permohonan fakulti serta tiada peruntukan atau peraturan kewangan yang jelas bagi tujuan pelantikan tersebut. Dalam keadaan tersebut, amat sukar bagi fakulti mencalonkan penilaian luar berteraf antarabangsa disebabkan oleh faktor kewangan fakulti yang terhad. Contoh pelantikan pemeriksa luar adalah seperti di lampiran A (bagi Universiti Malaysia Sarawak) dan lampiran B (bagi Universiti Sains Malaysia).

2.3 Dengan usia universiti yang telah menjangkau lebih 14 tahun, pelantikan "International Advisor" boleh digantikan dengan pelantikan pemeriksa luar berteraf antarabangsa.

3. Cadangan

Dicadangkan pelantikan pemeriksa luar adalah seperti berikut;

a) Tanggungjawab Pemeriksa Luar
   Adalah seperti di lampiran 1

b) Kelayakan/Faedah Yang Diperolehi Oleh Pemeriksa Luar
   Adalah seperti di lampiran 2

c) Format Laporan Pemeriksa Luar
   Adalah seperti lampiran 3
4. Syor

Mesyuarat Majlis Dekan Bil.1/2008 Ke-46 adalah dengan hormatnya dipohon untuk mempertimbangkan dan menerimapakai garis panduan pelantikan pemeriksa luar bagi program pengajian prasiswazah di Universiti Malaysia Sarawak.

LAMPIRAN 1

Draft on the Functions and Duties of External Examiners

A. Appointment
1. External Examiners shall be appointed by
2. External Examiners for the bachelor’s degree can be appointed for up to two consecutive academic sessions and shall not normally be reappointed thereafter.
3. However, the same External Examiner may be reappointed for a further consecutive term provided that there is a strong justification from the department to support such a reappointment.

B. Duties

The duties of external examiner shall include the following:
1. To advise the department concerned regarding matters pertaining to the structure and contents of its undergraduate programmes, research and administration related to examinations. Attention should also be focused towards post-graduate programmes where applicable.
2. To scrutinize and evaluate all draft questions papers prepared by Internal Examiners.
3. To visit the University during the period of the examinations in order to be familiar with the work of the Department, the available physical facilities and also to participate in activities related directly to the conduct of the examinations.
4. To scrutinize and evaluate such answer scripts as may be required by the Dean of the Faculty or the Head of the Department of the Department concerned and to ensure that the standards set by the Internal Examiners of the department to which he/she is appointed are the same as those at other Universities of International standing.
5. To ensure uniformity in the evaluation of answer scripts by the Internal Examiners between candidates of the same standard.
6. To examine the oral component or viva-voce where required.
7. To hold seminars/meetings with academic staff/students.
LAMPIRAN 2

Kelayakan/Faedah Yang Diperolehi oleh Pemeriksa Luar

An External Examiner is required to visit the University for a duration not exceeding five days.

1. **Air Travel**: Return air fare vide Business Class by Malaysia Airline (MAS) to Kuching by the most direct route from the airport to the External Examiner’s given address as well as reimbursement for local travel expenses between home and the point of departure. UNIMAS will send the air tickets to the External Examiner before the departure date. All travel is by Malaysia Airlines (MAS) unless the relevant route is not serviced by the national courier or in instances where, prior permission has been obtained from the University for travel on an alternative carrier.

2. **Subsistence and Hotel**: Subsistence allowance of RM100.00 per day will be given by the University. UNIMAS will make arrangements for accommodation at one of the designated hotels. The cost of room rental only (at single occupancy rate) will be borne by the University.

3. **Taxi fare**: While in Kuching, taxi fare to/from the airport as well as commuting between the University and the hotel would be disbursed in cases where official transport has not been provided.

4. **Honorarium**: The honorarium payable to an External Examiner is as follows:
   Bachelor’s degree -----RM1000.00 per session.