

Policy on External Examiners

Faculty of Commerce and Management Studies (FCMS)

University of Kelaniya, Sri Lanka

1. Purpose of the Policy

This policy establishes criteria and procedures for the identification, qualification, and engagement of external examiners involved in the evaluation of undergraduate and postgraduate examination works of the FCMS. It aims to ensure academic quality, fairness, and alignment with international best practices while maintaining consistency with the university's mission.

2. Scope

This policy applies to all external examiners not employed by the University of Kelaniya but engaged in:

- Moderation and marking of examination papers
- Evaluation of dissertations
- Assessment of viva voce examinations

3. Categories of External Examiners

External examiners will be categorised based on their academic and/or professional qualifications, and the relevance of their experience to the discipline.

3.1 External Academics

The faculty identifies the external academics considering the below criteria.

- Currently affiliated with a recognized university or higher education institution, and
- Academic faculty should possess a PhD, DBA, or a master's degree related to their field of teaching; or
- A degree in Law (LLB) for those who teach course units related to the legal environment of business.

3.2 Industry Practitioners

The faculty identifies the industry practitioners considering the following criteria

- Hold a PhD or DBA for PhD/DBA/Mphil degrees and a PhD, DBA, or a Master's degree in the relevant discipline for master's and bachelor's degrees, **and**
- Sustain currency and relevancy **through continued professional experience and engagement** related to their professional background and experience in their teaching field.

Professional experience and engagement for Industry Practitioners

Professional engagement, interaction, and activities are referred to, but not limited to,

- Holds a Professional membership (Fellowships or Associateships) in relevant teaching areas by Professional Institutions recognized by the University Senate in relation to the Board of Studies of the Commerce and Business Management, University of Kelaniya.
- Serving as a managerial-level employee in a private or state-owned corporation related to the area of teaching for a period of over 05 years.
- Providing business consultancies to medium and large companies in the preceding two (02) years.
- Conducted executive development programs in the preceding two (02) years.

4. Selection and Approval Process

- External examiners shall be nominated by the Head of Department or Postgraduate Program Coordinators and approved by the Faculty Board.
- Nominations must be accompanied by:
 - External Examiner Nomination Form
 - Updated curriculum vitae
 - Declaration of independence (no conflict of interest with the institution or students)

5. Roles and Responsibilities

External examiners are expected to:

- Provide unbiased, independent evaluation of student work.
- Review and moderate examination papers and marking schemes for academic rigor.
- Attend viva sessions, where required, and submit detailed reports on evaluation.

8. Confidentiality and Ethics

- Examiners are required to maintain strict confidentiality regarding assessment materials and student performance.
- Any breach of confidentiality or academic integrity will result in immediate termination of the appointment.

Annex 1: External Examiner Nomination Form
Faculty of Commerce and Management Studies
University of Kelaniya, Sri Lanka

Section A: Nominee Information

	Details
Full Name	
Title (Prof./Dr./Mr./Ms)	
Institution/Organization	
Current Position	
Email Address	
Mobile Number	
Academic Qualifications	
Professional Qualifications	
Memberships in Professional Bodies	
Areas of Expertise	

Section B: Department/Program Information

	Details
Nominating Department/Unit	
Course/Program to be Evaluated	
Examination Role Proposed	(Moderator/Examiner/VivaPanelist)
Justification for Nomination	
Duration of Appointment Proposed	

Section C: Supporting Documents

- Curriculum Vitae
- Declaration of Independence

Section D: Recommendation

Field	Signature and Date
Head of Department	_____
Dean/Director (if applicable)	_____

Annexe 2: Declaration of Independence
Faculty of Commerce and Management Studies
University of Kelaniya, Sri Lanka

I, **[Full Name]**, hereby declare that:

1. I have **no conflict of interest** that may impair my independence or impartiality in discharging the responsibilities assigned as an external examiner for the University of Kelaniya.
2. I am **not currently involved** in any personal, academic, or financial relationship with:
 - Students I am evaluating
 - Supervisors or co-examiners involved in the same evaluation
 - The department or faculty (other than academic collaboration)
3. I confirm that I will maintain **confidentiality** in all assessment matters and will adhere to the ethical standards and academic integrity expected by the University of Kelaniya.
4. I agree to perform my duties **independently and objectively** in line with the responsibilities assigned to me.

Signature : _____
Full Name : _____
Institution : _____
Date : _____