CALL FOR APPLICATION AS EXTERNAL EXAMINER FOR MBA AND PhD DISSERTATIONS/THESES

1. Background

The University of Rwanda, through the School of Business (SoB) in the College of Business and Economics (CBE), invites applications from suitably qualified and experienced academics and researchers for appointment as **External Examiners** for Master's (MBA) Dissertations and PhD Theses.

The appointments will be for a period of **three (3) academic years**. This initiative is intended to strengthen the University's commitment to maintaining the highest standards of quality assurance in postgraduate teaching, learning, and research. In accordance with the University of Rwanda's policies and regulations governing the appointment of external examiners, the School of Business seeks to establish a pool of highly competent professionals to assess postgraduate research outputs.

The School of Business offers the following postgraduate programmes:

- Master of Business Administration (MBA) with specialisations including:
  - Finance
  - Human Resource Management
  - Marketing
  - Project Management
  - Banking
- Doctor of Philosophy (PhD) in Management

2. Scope of Appointment

Successful applicants will be appointed to examine MBA dissertations and/or PhD theses for a period of **three (3) academic years**, renewable once subject to satisfactory performance, continued eligibility, and compliance with the University of Rwanda's policies and regulations.

3. Eligibility Criteria

Applicants must meet the following minimum requirements:

- Hold a PhD in a discipline relevant to the postgraduate programmes offered by the School of Business.
- Be an academic staff member at the rank of **Senior Lecturer, Associate Professor, or Professor**, or be a senior researcher at a recognised institution of higher learning or research institution.

- Have a strong record of research and scholarly publications in reputable peer-reviewed journals, including publications within the last three (3) years.
- Demonstrate substantial experience in supervising and/or examining Master's and/or PhD research.
- Have no actual or potential conflict of interest with the University of Rwanda or the candidate(s) whose work may be assigned for examination.

4. Roles and Responsibilities

Appointed External Examiners shall:

- Examine MBA dissertations and/or PhD theses in accordance with the University of Rwanda's postgraduate academic regulations and quality assurance standards.
- Prepare and submit independent, objective, and comprehensive examination reports within the prescribed timelines.
- Recommend appropriate examination outcomes, including corrections, revisions, or other decisions as guided by the University's regulations.
- Participate in oral defence (viva voce) examinations where required, either physically or through approved virtual platforms.
- Maintain strict confidentiality and uphold the highest standards of academic integrity throughout the examination process.

5. Terms of Engagement and Remuneration

External Examiners will be engaged on a contractual, task-based basis. Fees and related allowances shall be paid in accordance with the University of Rwanda's approved rates, policies, and applicable regulations.

6. Application Requirements

Interested candidates should submit the following documents:

- A signed application letter expressing interest, addressed to the Dean, School of Business.
- A detailed and up-to-date Curriculum Vitae (CV).
- Certified copies of the highest academic qualification(s).
- Evidence of relevant scholarly publications.
- Names, institutional affiliations, and contact details of at least two (2) academic referees.

7. Equal Opportunity Statement

The University of Rwanda is an equal opportunity institution and encourages applications from qualified candidates regardless of gender, nationality, or institutional affiliation.

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8. Submission Procedure

Applications should be submitted electronically to **b.mudaheranwa@ur.ac.rw** with a copy to **jbarayandema@ur.ac.rw**

The deadline for submission of applications is **July 31, 2026**. Only shortlisted candidates will be contacted.

Done at Huye, on July 14, 2026

Dr. Joseph Nkurunziza
Principal,
College of Business and Economics (CBE)