

DOCTORAL FINAL EXAMINATION ARRANGEMENTS

Last Name: _____ First Name: _____
Student ID: _____ Degree Program: _____
Department/School: _____

Submit this form to The Office of Graduate Studies at least 4 weeks before the scheduled examination

Thesis Title:

Final Examination

Date: _____ Time: _____

Location: _____

Final Examination Committee

Chair: _____

Advisory Committee Member: _____

Advisory Committee Member: _____

Additional Member: _____

External Examiner: _____

External Examiner Details (see page 2 for instructions)

Name: _____

Telephone: _____

Email: _____

Address:

External Examiner's Relationship to Department/Student/Advisor/Advisory Committee:

Signed on behalf of the Departmental Graduate Studies Committee and to signify that the selection of the External Examiner has been subjected to a Department internal review process:

DOCTORAL FINAL EXAMINATION

Please complete page 1 of this form and submit to the Office of Graduate Studies at least 4 weeks before the scheduled doctoral examination.

Notes:

- (1) For each doctoral thesis an External Examiner from outside the University is appointed on behalf of the Assistant Vice-President (Graduate Studies) by the Graduate Program Coordinator, in consultation with the Advisor, with the purpose of ensuring arm's length evaluation of the PhD. The External Examiner must not have served as Advisor to the student's Advisor or have been a trainee of the Advisor in the last six years, must not have directly collaborated in joint projects or co-authored publications with the Advisor or the student in the last six years, and must not have an existing plan to collaborate with the Advisor or the student. In addition, the External Examiner must not have been either a student or a member of the Regular Graduate Faculty at the University within the past five years. The nomination will be made when the candidate's Advisor declares that the thesis is about to be prepared, normally no later than the beginning of the student's last semester. The External Examiner will submit a written appraisal of the thesis (at least seven days prior to the examination) to the Chair of the Department who will then provide these comments to the candidate and the Advisory Committee. The External Examiner is expected to participate in the final oral examination and to assist in evaluating all aspects of the candidate's performance. An individual may not serve as an External Examiner more than once within the same academic year and may not examine students who share the same primary Advisor until three years have passed.

In specialized fields where there is insufficient disciplinary depth to meet the eligibility criteria without compromising examiner expertise, an exception to the above described time-based restrictions may be considered.

- (2) The Department/School must have sent the thesis to the external examiner at least 28 days before the date of the examination.
- (3) The Assistant VP Graduate Studies or Associate Dean of Graduate Studies may attend all or part of each final examination.
- (4) Examination forms will be prepared and sent to the Examination Committee Chair by the Office of Graduate Studies after this form is received. A report form for the Chair of the Examination will be included with the examination forms.
- (5) The Department/School pays the external examiner honorarium (fixed at \$200.00 CDN) and travelling/accommodation costs (departments are encouraged to consider using video conferencing or SKYPE); Graduate Studies will transfer \$200.00 to the unit, if the external examiner attends the exam (which is preferred), or if the external examiner does not attend the exam. The transfer of funds will occur after the report of the chair of the examination and the external examiner's report are on file, in the permanent student file in the Office of Graduate Studies, and after the exam has occurred.