



Office of Graduate Studies

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:

Protection of Privacy: We are committed to protecting your privacy. Personal information is collected under the authority of the University of Guelph Act and pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have questions about the use and disclosure of your personal information, call the [Office of Graduate Studies](#) at (519) 824-4120 ext. 56833. You can also find more information about access to information and protection of privacy at the University of Guelph from the [University Secretariat](#).

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) The Department/School must choose and make arrangements with an external examiner who is a recognized expert in the subject of the thesis. The external examiner must not have a direct connection with the Department/School. 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 a student or member of the graduate faculty at the University in the last five years. The external examiner must have had no direct connection with the student or the student's research project. Assurance of independence of the external examiner is taken as a very serious matter by the Board of Graduate Studies. If in doubt about the status of a prospective external examiner, please call the Assistant VP Graduate Studies or designate. The selection of the external examiner must be approved by the Departmental Graduate Studies Committee and subjected to an internal procedure in place in the Department. Any individual who serves as an External Examiner may not serve again until a period of 3 years has passed.
- (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.