

## Approval of Dissertation Defence External Examiner Form

The process for approving the External Examiner for a doctoral candidate’s dissertation defence should commence near the time when the doctoral candidate and the Supervisory Committee consider the research to be at the penultimate stage. The defence date should be scheduled *after* the External Examiner has read the penultimate draft and approved the dissertation as “ready for defence.”

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Doctoral Candidate’s Name and ID number

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Home Institution

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Dissertation Title

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Supervisor

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Expected Defence Month and Year

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Signature of Doctoral Supervisor

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Date

*For Doctoral Supervisors:* The above signature confirms that the supervisory committee are in agreement that the doctoral candidate’s dissertation is ready for this stage of the program.

### STEP ONE

In consultation with the supervisory committee, the doctoral supervisor presents four names in rank order of suitable external examiners for the defence of the doctoral candidate’s dissertation. These individuals will be at arms’ length<sup>1</sup> from the candidate and doctoral supervisor. The list of external examiners should comprise their name, university, contact information and other relevant information. The recommended external examiner must meet all of the following criteria. If any criterion is not met, the supervisor must prepare a detailed memo explaining which criterion has not been met, and in what way and why the person is still being recommended:

- Has a well-established research reputation.
- Is a recognized authority in the candidate’s research area.
- Is experienced in evaluating doctoral dissertations.
- Is not known personally to the candidate, and the candidate has not worked professionally with the potential examiner.
- Is from a university outside of the Inter-University Doctoral Program.

In the chart below, indicate yes or no for each criterion.

Potential External Examiner	Has a well-established research reputation	Is a recognized authority in the candidate’s research area	Is experienced in evaluating doctoral dissertations	Is not known personally to the candidate, and the candidate has not worked with the potential examiner	Is from a university outside of the Inter-University Doctoral Program

<sup>1</sup> At “arm’s length” refers to no real, perceived or potential conflict of interest between proposed external examiners and the doctoral candidate and doctoral supervisor.

The supervisor's list of potential external examiners for the doctoral candidate is presented below, *in rank order*, along with a copy of the dissertation abstract. The supervisor presents this list to the Inter-University Doctoral Administrative Committee (IDAC).

To be included in the chart: Relevant information that provides evidence of potential external examiners' expertise in relation to the doctoral candidate's research area.

Name	University	Contact Information and Relevant Information

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date when list was presented to the IDAC

**STEP TWO**

The IDAC, upon any necessary consultation with the supervisor, now rank orders the list, and provides reasons for each ranking (use another page if necessary). This iteration of the list will be presented to the Office of Graduate Studies at the doctoral candidate's home institution. The IDAC's rank-ordered list for consideration for the above doctoral candidate's dissertation defence is as follows:

**External Examiner 1**

**External Examiner 2**

**External Examiner 3**

**External Examiner 4**

**STEP THREE**

The IDAC then submits this rank-ordered list to the Graduate Studies Office of the candidate’s home institution for processing to determine who will serve as the external examiner.

\_\_\_\_\_  
Signature the IDAC Chair

\_\_\_\_\_  
Date when the rank-ordered IDAC list was submitted to the Graduate Studies Office

**STEP FOUR**

The Office of Graduate Studies contacts the first examiner on the list to arrange details of the examination. This process will continue down the rank-ordered list until a person is found who agrees to serve on the dissertation committee as external examiner. In the event that an examiner cannot be found, the Office of Graduate Studies will direct the IDAC to contact the supervisory committee for another roster of examiners, and the process will begin again until someone can be identified. The decision of the Graduate Studies Office noted below serves as proxy for the external examiner’s acceptance of the role.

**Record of Dean/Chair of Graduate Studies’ Process and Decision:**

\_\_\_\_\_ has agreed to serve as external examiner for the dissertation defence of the above doctoral candidate.

Additional Comments (use extra page if necessary):

\_\_\_\_\_  
Signature of Dean/Chair of Graduate Studies

\_\_\_\_\_  
Date

Copies of this form are placed in the doctoral candidate’s file in the Doctoral Program Office and at the Office of Graduate Studies.

**ABSTRACT of DOCTORAL CANDIDATE’S DISSERTATION**