

Faculty of Graduate Studies

External Examiner Request Form

Please submit this form at **least six weeks** before the proposed date of defence, in order to allow adequate time for the Dean of Graduate Studies to contact the examiner, as well as for mailing and reviewing the dissertation, appointing a chair and receiving the examiner's report. The proposed external examiner may be approached by the advisor beforehand to find out whether the proposed external examiner is available, and willing to serve.

At least four weeks and one day before the confirmed date of defence, please submit the Approval to Submit a Dissertation form, a copy of the dissertation and the confirmed date and time of the defence. Failure to do so may result in the cancellation of the defence.

The external examiner must be at the rank of **full professor or associate**. They must have active and/or recent publications. A special case must be made to request an assistant professor or someone from industry. A letter of support from the graduate coordinator would be required as well.

Please attach a full CV of the proposed examiner's qualifications to serve in this capacity, including a list of recent relevant publications, and an email, phone number and mailing address.

The Faculty of Graduate Studies will pay an honorarium of \$100 for reading the dissertation and participating in the defence

Student: _____ Program: _____

Advisor: _____ Tentative Defence Date: _____

Dissertation Title: _____

Proposed External Examiner: _____

University affiliation: _____

Department / Rank: _____

Advisor's Signature: _____

External Examiner's Arm's Length Relationship

The following are criteria for an arm's length relationship between the advisor, student and proposed examiner

- a) not a close friend
- b) not a research collaborator within the past 5 years
- c) not a potential post-doctoral supervisor of the student
- d) not a faculty member, student or post-doctoral fellow of the University within the past 5 years
- e) not a co-worker of the student or supervisor within the past 5 years

Instructions: This form needs to be submitted as a Service Request in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Research Activities** - select **External Examiner Request** - Choose your program - **Add attachment** - Upload this form and any attachments (**including the CV**) - Add any relevant comments to text box – Click **Submit**.