

Supervisors should provide to the Graduate Program Administrator the information below, plus the proposed external examiner's CV, date of birth, and a statement about their experience in evaluating doctoral theses.



GRADUATE | UNIVERSITY OF
STUDIES | CALGARY

Request for Approval of External Examiner/Reader for Doctoral Thesis Oral Examination

This form must be received by the Faculty of Graduate Studies a minimum of six weeks before the proposed date of the examination and must be accompanied by an up-to-date curriculum vitae that includes the proposed examiner's current affiliations.

This information is collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. It is required to evaluate the request for the appointment of an external examiner or reader. Questions may be directed to the FOIP Advisor, Faculty of Graduate Studies: (403) 220-4932.

I recommend:

Email Address:

As: External Examiner Attending Video or teleconference
 External Reader *(This form must be accompanied by a memo explaining the exceptional circumstances that make the use of an External Reader necessary.)*

For the thesis defence of:

| UCID:

Planned date of defence:

Thesis Title:

If any one of the following criteria is not met, the person recommended as an external examiner is not necessarily precluded from serving on the examination committee. To ensure a truly independent assessment, we need to understand any previous relationships between the student, the supervisor, the committee members, and the person recommended as external examiner. Full disclosure must be made. If any of the criteria below is not met, add a detailed memo explaining which and in what way and why you still wish to make the recommendation.

The recommended external examiner meets each of the following criteria:

- Has a well-established research reputation
- Has particular expertise in the area of the student's research
- Has experience in evaluating doctoral theses
- Has not had a personal or professional relationship with the student, the supervisor, or any member of the supervisory committee
- Has not worked with the student, the supervisor, or any member of the supervisory committee, e.g., has not in any way been involved in any publications, has not shared in any grants, etc.
- Has not been resident in or otherwise closely associated with the department or graduate program

<i>Supervisor (printed)</i>	<i>Supervisor's Signature</i>	<i>Date</i>
<i>Graduate Program Director</i>	<i>Graduate Program Director's Signature</i>	<i>Date</i>

<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved as External Examiner	<input type="checkbox"/> Approved as External Reader
<i>Dean or Designate</i>		<i>Date</i>

Update PeopleSoft

16 September 2010

Should be documented. Usually this means having served on PhD thesis committees. Candidate need not necessarily have had students of their own.