

# Invitation to serve as an External Examiner on a Master's Thesis Defence

(Optional Form; email communications are also acceptable)

## A. Choosing an External

- The external should not be a relative of any other person on the thesis committee.
- The external must:
  - Hold a PhD (or be a recognized expert in the area with 10 years of experience);
  - Be totally independent of the thesis preparation;
  - Not have taught the candidate in a graduate level course, or at the undergraduate level within the last four years;
  - Not have worked in a collaborative research relationship or co-authored publications with the candidate's supervisor within the last two years.

## B. Candidate Information

Student Name:

Department/School:

Degree Program:

Preferred Time Frame for a defence: (i.e. Late July, Early August etc.) Normally defences are held at 10:00 a.m. or 2:00 p.m.

Anticipated Graduation Date:

## C. Requirements of the Examiner

**One week** prior to the defence, the external examiner must:

- (a) inform the Graduate Studies Officer by email or fax whether the thesis is acceptable and ready for defence; and
- (b) submit the Examiner's Report which was provided at the time the thesis was circulated.

If you are unable to participate in the defence (in person or remotely), please submit written questions directly to the Graduate Studies Officer by email or fax one week prior to the defence date.

As a token of our appreciation an honorarium of \$100 will be provided. To request the honorarium, our Business Office requires your SIN and home address. Please provide this information to the Graduate Studies Officer.

