

External Examiner Nomination Form

Please complete this form and return it to the Office of Research and Graduate Studies at least three months prior to the expected month of the thesis defence.

- It is expected that the Supervisor or Program Coordinator will have contacted the nominee to confirm his/her availability prior to submitting the nomination form.
- **Students are not permitted to contact possible External Examiners.**

Student Identification

Name: _____

Program: _____

Thesis title: _____

Expected Month/Year of Thesis Defence: _____

External Examiner Nomination

Nominee's Name & Title: _____

Phone Number: _____ E-Mail Address: _____

Mailing Address: _____

Please attach a summary of the External Examiner's qualifications and indicate how the individual meets the criteria for External Examiners, including:

- Is a faculty member (or adjunct faculty member) and/or is an expert in their field,
- holds a terminal qualification or equivalent in the discipline,
- has a proven record of peer-reviewed and disseminated research, scholarly activity and/or production of creative works,
- is active in the profession or discipline, and
- has not been involved in this student's research.

Approvals

Supervisor's Signature _____ Date _____

Program Coordinator's Signature _____ Date _____

AVP Research & Graduate Studies Signature _____ Date _____

Distribution: Original with Office of Research and Graduate Studies; copies to Supervisor and Program Coordinator.