

External Examiner Report

Please return this form to the Graduate Program Coordinator.

Candidate Information

Name: _____

Program: _____

Thesis title: _____

Comments

- Please attach any comments, feedback or questions for the candidate.
- If you are unable to attend the defence, please provide a list of questions that will be posed to the candidate during the oral examination.

Approval

By signing below, I certify that the thesis is (please check one):

- Acceptable and ready for defence with minor revisions
- Acceptable and ready for defence with moderate revisions
- Able to be defended but requiring major revisions
- Not acceptable and not ready for defence

See reverse side for explanation of terms.

Name of Examiner: _____

Signature: _____ Date: _____

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

EXPLANATION OF TERMS:

Minor Revisions: Minor revisions are corrections that can be made immediately to the satisfaction of the Supervisor within 2 weeks of defense. Minor revisions may include:

- Typographical or grammatical errors
- Formatting issues
- Incomplete references
- Need for minor clarification of content

Procedure regarding minor revisions:

1. The Supervisor will communicate all recommended revisions to the candidate and inform the Program Coordinator when all corrections have been completed.
2. The Program Coordinator will complete the Graduation Approval form.

Moderate Revisions: Moderate revisions are corrections requiring revisions to the satisfaction of the Supervisor within 4 weeks of defense. Moderate revisions may include:

- Need for further discussion or elaboration in some sections
- Addition of references to support material in some sections

Procedure regarding moderate revisions:

1. The Supervisor will communicate all recommended revisions to the candidate and inform the Program Coordinator when all corrections have been completed.
2. The Program Coordinator will complete the Graduation Approval form.

Major Revisions: Major revisions may require further research, structural changes, or other substantive revisions. These revisions must be completed within 2 months of the defense. Major revisions may include:

- Significant technical errors or inaccuracies
- Unsubstantiated findings or conclusions
- Improper data analysis
- Major flaws in grammar and presentation
- Need to rewrite substantial portions to strengthen the thesis

Procedure regarding major revisions:

1. The Supervisor will prepare a written summary of the recommended revisions for distribution to the Supervisory Committee and the candidate.
2. The candidate will make the revisions and prepare a written synopsis indicating how the concerns were addressed.
3. The Supervisor will forward the revisions and synopsis to the Supervisory Committee and inform the Program Coordinator when all corrections have been completed.
4. The Program Coordinator will complete the Graduation Approval form.

Unacceptable Thesis

Procedure regarding unacceptable thesis:

1. Written comments must be provided to explain this decision. A unanimous vote is required.
2. The Supervisor, Supervisory Committee, and the candidate will develop a plan for resubmission and defence of the thesis.
3. A thesis may be re-examined only once.