

**FORM.** The intent of this form is to identify and approve potential external degree committee member(s) for the student's examining committee.

**INSTRUCTIONS.** Students must submit a completed nomination form from their TWU student email (@mytwu.ca), together with a 150-word research proposal or abstract, to the Office of Graduate Studies ([GradStudies@twu.ca](mailto:GradStudies@twu.ca)) a minimum of three months prior to the proposed timeframe for defence. The number of nominees may range from 1 to 5, per submission.

**POLICY.** [Thesis Examining Committee \(Master's\) Policy](#) (Eff. Sep 1, 2022)

**COMPOSITION.** The master's examining committee must be composed of a minimum of two advisors and one external reader.

**ELIGIBILITY & IMPARTIALITY.** Examining committees for master's level theses must have a third objective reader who is objective. All third readers must be approved by the Office of Graduate Studies. In accordance with policy, a third reader:

- is from outside the student's department or program but may be from within TWU;
- must have no conflict of interest with either the student or thesis advisor(s);
- must hold a doctorate or terminal degree in the field of research;
- is normally a tenured or tenure-track faculty member;
- is selected by the supervisory committee, approved by the Office of Graduate Studies, and secured by the program (See **Next Steps for Graduate Program** after OGS signature box); and
- has no thesis-related contact with the student prior to the defence.

**COMPENSATION.** The graduate program is responsible for arranging an honourarium for the third reader.

#### STUDENT INFORMATION

STUDENT NAME	STUDENT ID	STUDENT EMAIL (@mytwu.ca)
PROGRAM OF STUDY DEGREE	PROPOSED TIMEFRAME FOR DEFENCE (MONTH AND YEAR)	
THESIS TITLE		

☐ Required attachment: 150-word research proposal or abstract

#### EXTERNAL READER NOMINEES

##### NOMINEE 1

NAME	INSTITUTION	
EMAIL	CURRENT POSITION	
JUSTIFICATION FOR NOMINATION/QUALIFICATIONS OF THE NOMINEE		
ELIGIBILITY. Does the nominee meet the eligibility criteria?		<input type="checkbox"/> Yes <input type="checkbox"/> No
IMPARTIALITY. Does the nominee satisfy the arm's length requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> CV attached or <input type="checkbox"/> Bio link provided here:		

##### NOMINEE 2

NAME	INSTITUTION	
EMAIL	CURRENT POSITION	
JUSTIFICATION FOR NOMINATION/QUALIFICATIONS OF THE NOMINEE		
ELIGIBILITY. Does the nominee meet the eligibility criteria?		<input type="checkbox"/> Yes <input type="checkbox"/> No
IMPARTIALITY. Does the nominee satisfy the arm's length requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> CV attached or <input type="checkbox"/> Bio link provided here:		



**NOMINEE 3**

NAME	INSTITUTION	
EMAIL	CURRENT POSITION	
JUSTIFICATION FOR NOMINATION/QUALIFICATIONS OF THE NOMINEE		
ELIGIBILITY. Does the nominee meet the eligibility criteria?		<input type="checkbox"/> Yes <input type="checkbox"/> No
IMPARTIALITY. Does the nominee satisfy the arm's length requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> CV attached or <input type="checkbox"/> Bio link provided here:		

**NOMINEE 4**

NAME	INSTITUTION	
EMAIL	CURRENT POSITION	
JUSTIFICATION FOR NOMINATION/QUALIFICATIONS OF THE NOMINEE		
ELIGIBILITY. Does the nominee meet the eligibility criteria?		<input type="checkbox"/> Yes <input type="checkbox"/> No
IMPARTIALITY. Does the nominee satisfy the arm's length requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> CV attached or <input type="checkbox"/> Bio link provided here:		

**NOMINEE 5**

NAME	INSTITUTION	
EMAIL	CURRENT POSITION	
JUSTIFICATION FOR NOMINATION/QUALIFICATIONS OF THE NOMINEE		
ELIGIBILITY. Does the nominee meet the eligibility criteria?		<input type="checkbox"/> Yes <input type="checkbox"/> No
IMPARTIALITY. Does the nominee satisfy the arm's length requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> CV attached or <input type="checkbox"/> Bio link provided here:		

**APPROVAL**

The undersigned approve the nominees for external reader and confirm that all the nominees are qualified, eligible, and arm's length from the student and the thesis advisor(s).

_____	_____	_____
Thesis Student	Signature	Date of Approval
_____	_____	_____
Thesis Advisor	Signature	Date of Approval
_____	_____	_____
Co-Advisor (if needed)	Signature	Date of Approval

**FOR USE BY THE OFFICE OF GRADUATE STUDIES ONLY**

DATE NTR RECEIVED BY OGS	OGS APPROVES <input type="checkbox"/> Nominee 1 <input type="checkbox"/> Nominee 2 <input type="checkbox"/> Nominee 3 <input type="checkbox"/> Nominee 4 <input type="checkbox"/> Nominee 5	OFFICE OF GRADUATE STUDIES SIGNATORY Signature _____ Signatory (Name) _____ Date signed _____
-----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

**NEXT STEPS FOR THE GRADUATE PROGRAM**

- OGS will return the endorsed NER with approved nominees to the student, advisor(s), and program coordinator.
- The advisor(s) will follow program protocol for identifying external reader availability for the anticipated defence date.
- The program will schedule an agreeable defence date with the student and all degree committee members.
- The external reader will be identified on the Supervisor Committee Approval, due six weeks prior to defence.
- The external reader will receive the written thesis when the SCA is approved by OGS.

