

FORM. The intent of this form is to identify and approve potential external members for the degree 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) 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 degree committee must be composed of a minimum of two advisory members and one non-advisory – or external – member.

ELIGIBILITY & IMPARTIALITY. Degree committees for master's level theses must have an external member who is arm's length. All external members must be approved by the Office of Graduate Studies. In accordance with policy, an external member:

- 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 advisory 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 external member.

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 MEMBER 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 degree committee member 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 _____
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NEXT STEPS FOR THE GRADUATE PROGRAM

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

