

PROCEDURE. This form will be completed by the supervisory committee, nominating three potential external examiners. This form must be received by the Office of Graduate Studies (GradStudies@twu.ca) a minimum of three months prior to the proposed timeframe for defence. NOTE: The candidate should not know the identity of the external examiner until after the dissertation has been transmitted to the examiner

POLICY. [PhD Comprehensive Examination](#), ED April 2024.

ELIGIBILITY. External examiner nominees must be approved by the Office of Graduate Studies. The program is responsible for verifying that each nominee satisfies policy requirements.

IMPARTIALITY. External examiner nominees should not be contacted by any parties external to the Office of Graduate Studies at any time before the defence to discuss the dissertation, research, or candidate. After the external examiner is secured, the supervisor or program may communicate about travel arrangements, as applicable.

RESPONSIBILITIES. The external examiner's participation in the defence is encouraged but not required.

ARRANGEMENTS. The program is responsible for making any necessary travel arrangements for the visiting examiner and for reimbursing the examiner according to mutually understood expectations.

COMPENSATION. The program is responsible for arranging an honourarium for the external examiner.

PRE-DEFENCE STEPS

THREE MONTHS PRIOR TO ANTICIPATED DEFENCE	SIX WEEKS PRIOR TO PROPOSED DEFENCE DATES
- Supervisory committee completes and submits this NEE to OGS three months prior to anticipated defence. - OGS considers selects and invites the external examiner.	- Supervisory committee confirms the dissertation's readiness for defence by submitting Supervisory Committee Approval – Doctoral Dissertation (SCA - DD) together with the dissertation to OGS six weeks prior to the proposed defence dates. - OGS returns the approved SCA-DD to the student and supervisor and transmits the dissertation to the external examiner. - Supervisor or program makes travel arrangements with the examiner, if applicable.

STUDENT INFORMATION

STUDENT NAME	STUDENT ID	STUDENT EMAIL (@mytwu.ca)
PROGRAM OF STUDY	PROPOSED DEFENCE (MONTH & YEAR)	

EXTERNAL EXAMINER NOMINEES

NOMINEE 1

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



NOMINEE 2

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

NOMINEE 3

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

SUPERVISORY COMMITTEE APPROVAL

The undersigned supervisory committee members approve the above-listed third reader nominees and confirm that all of the nominees are qualified, eligible, and arm's length from the supervisory committee and the student.

☐ Supervisor / ☐ Co-Supervisor

Signature

Date of Approval

Co-Supervisor (if needed)

Signature

Date of Approval

Program Committee Member

Signature

Date of Approval

FOR USE BY THE OFFICE OF GRADUATE STUDIES ONLY

DATE NTR RECEIVED BY OGS	OGS APPROVES ☐ Nominee 1 ☐ Nominee 2 ☐ Nominee 3	OFFICE OF GRADUATE STUDIES SIGNATORY Signature Signatory (Name) Date signed
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