



## NOMINATIONS FOR EXTERNAL EXAMINER (DOCTORAL DISSERTATION)

This completed form should be received by Graduate and Postdoctoral Studies (G+PS) **8 weeks** prior to the intended date of submission of the dissertation for external examination. **To coordinate a submission with particular program end dates or graduation ceremonies, please consult the deadlines posted at <http://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines>.**

Normally the Final Oral Defence takes place a minimum of 6 to 7 weeks after the dissertation has been sent to the external examiner.

**Procedure:** Please nominate three potential External Examiners. The Graduate Program is responsible for verifying that each nominee satisfies the requirements below. External Examiner nominees should not be contacted by the Candidate, Research Supervisor, or Graduate Program prior to submitting this form to G+PS; G+PS will select and invite the External Examiner.

A scanned copy of the completed, signed form can be submitted by email to [graduate.doctoral@ubc.ca](mailto:graduate.doctoral@ubc.ca). Submission of the paper copy is not required.

### 1. Eligibility Criteria

Each nominee must be a well-qualified, objective, experienced individual not associated or affiliated with UBC. The nominee must:

- Have an established reputation in the area of the dissertation research and be able to judge whether the dissertation is acceptable at a university comparable to UBC.
- Have had previous experience with the supervision and examination of doctoral students.
- Hold a PhD, or a degree at the same level which the student is pursuing.
- Either**
  - hold the rank of Full, Associate or Emeritus Professor at a university that offers the degree the candidate seeks
  - or**
  - have comparable expertise and standing, if not at a university. A nominee not currently associated with a university should have some previous university affiliation. In these cases, please attach a brief CV or include a statement outlining the relevant qualifications of the nominee.
- Not have acted as an External Examiner in the Candidate's Graduate Program or for a Candidate with the same Supervisor in the past 3 years.

### 2. Arm's Length Requirements

A person is ineligible to serve as an External Examiner if, with respect to either **the Candidate** or **any member of the Candidate's Supervisory Committee**, s/he is

- a close friend or a relative; or
- a research collaborator and/or co-author within the past 6 years; or
- an institutional colleague within the past 6 years; or
- a former supervisor (for the candidate, supervisor or co-supervisor only); or
- a person who has offered future employment or mentorship to the candidate; or
- a former student; or
- involved in a dispute; or
- involved in a partnership.

### 3. Independence of Assessment

Prior to the Final Doctoral Oral Defence the Research Supervisor, the Graduate Program, and the Candidate must scrupulously avoid discussing the dissertation's merits or academic content with the External Examiner. Any such contact initiated by the External Examiner should be redirected to the Doctoral Exams Coordinator at G+PS without delay.

**NOTE: The Candidate should not know the identity of the External Examiner until after the dissertation has been submitted to G+PS and transmitted for examination.**

### 4. Participation in the Final Doctoral Oral Defence

G+PS encourages, but does not require, the External Examiner's participation in the oral defence. The Research Supervisor will be invited to extend an invitation to attend the defence (in person or remotely) once G+PS has invited the nominee to serve in the role of External Examiner. Partial reimbursement for transportation expenses is available, as detailed at [https://www.grad.ubc.ca/sites/default/files/doc/page/docexams\\_xx\\_transport\\_fund\\_0.pdf](https://www.grad.ubc.ca/sites/default/files/doc/page/docexams_xx_transport_fund_0.pdf)

The Candidate's Graduate Program is responsible for making any necessary travel arrangements, reimbursing the visiting External Examiner according to mutually-understood expectations, and requesting partial compensation for eligible expenses from the External Examiner Transport Fund. Please carefully review the details cited above before extending an invitation.



## NOMINATIONS FOR EXTERNAL EXAMINER (DOCTORAL DISSERTATION)

### Student Information

Full Name:	Student Number:
Email:	Phone:
Graduate Program:	Degree: <input type="checkbox"/> PhD <input type="checkbox"/> EdD <input type="checkbox"/> DMA

### Composition of the Supervisory Committee (Minimum three members. Please leave any extra or irrelevant lines blank.)

Supervisor:	Department:
Email:	Phone:
Co-Supervisor:	Department:
Email:	Phone:
Committee Member:	Email:
Committee Member:	Email:
Committee Member:	Email:
Committee Member:	Email:

### Dissertation Submission for External Examination

Expected Date of Submission (day/month/year):
Dissertation Title:

### Nominee 1:

Degrees held: \_\_\_\_\_

Current position: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Justification for Nomination:

Please comment on the relevant qualifications of the nominee by noting field(s) of expertise and achievements, or by listing specific publications that relate to the candidate's research. Attach a separate sheet if necessary.

### 1. Eligibility:

Does the nominee meet all of the Eligibility Criteria in Item 1 above?       Yes     No  
If no, please give detailed reasons for the nomination, using a separate page.

### 2. Impartiality:

Does the nominee satisfy all of the Arm's Length Requirements in Item 2 above?       Yes     No



**Nominee 2:**

Degrees held: \_\_\_\_\_  
Current position: \_\_\_\_\_ Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Justification for Nomination:**

Please comment on the relevant qualifications of the nominee by noting field(s) of expertise and achievements, or by listing specific publications that relate to the candidate's research. Attach a separate sheet if necessary.

**1. Eligibility:**

Does the nominee meet all of the Eligibility Criteria in Item 1 above?  Yes  No  
If no, please give detailed reasons for the nomination, using a separate page.

**2. Impartiality:**

Does the nominee satisfy all of the Arm's Length Requirements in Item 2 above?  Yes  No

**Nominee 3:**

Degrees held: \_\_\_\_\_  
Current position: \_\_\_\_\_ Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Justification for Nomination:**

Please comment on the relevant qualifications of the nominee by noting field(s) of expertise and achievements, or by listing specific publications that relate to the candidate's research. Attach a separate sheet if necessary.

**1. Eligibility:**

Does the nominee meet all of the Eligibility Criteria in Item 1 above?  Yes  No  
If no, please give detailed reasons for the nomination, using a separate page.

**2. Impartiality:**

Does the nominee satisfy all of the Arm's Length Requirements Item 2 above?  Yes  No

I have read the instructions and certify that the nominees are academically qualified and at arm's length from the dissertation, the Candidate, and the Supervisory Committee members.

**Approval of Research Supervisor:**

\_\_\_\_\_  
Signature Name (please print) Date (yyyy/mm/dd)

**Approval of Graduate Advisor or Head of the Graduate Program:**

\_\_\_\_\_  
Signature (must be different from above) Name (must be different from above) Date (yyyy/mm/dd)

(Two *different* signatures are required – if the Supervisor is the Graduate Advisor, the Program Head must sign.)