



APPROVAL OF UNIVERSITY EXAMINERS FOR DOCTORAL DISSERTATION

The primary role of a University Examiner is to evaluate the quality and significance of the dissertation and the performance of the Candidate at the oral examination. Two approved University Examiners must be present at the final doctoral oral examination in order to meet the requirement for quorum. This completed form must be received by Graduate and Postdoctoral Studies (G+PS) a **minimum of 4 weeks** prior to the scheduled final doctoral oral examination. G+PS reserves the right to postpone the examination if this form is not received on time.

Procedure: The consent of the proposed University Examiners to attend the exam must be confirmed by the Research Supervisor prior to the submission of this form. The Candidate's Graduate Program is responsible for recommending well-qualified, objective examiners who have agreed to serve in this role. A brief rationale of how the proposed examiners' fields of expertise relate to the Candidate's area of research must be provided.

The completed, signed form can be submitted by email to graduate.doctoral@ubc.ca.

1. Eligibility Criteria

- Both University Examiners should have expertise in a field closely related to the dissertation research.
- Both University Examiners should hold an appointment as a **Full, Associate, or Emeritus Professor** and be a member of the UBC-V Faculty of Graduate and Postdoctoral Studies or a Supervisory member of the UBC-O College of Graduate Studies.
- At least one University Examiner must not be affiliated with the graduate program of the Candidate or the department(s) of the Supervisor(s).

Please contact the Doctoral Examinations Office (graduate.doctoral@ubc.ca) to discuss the nomination of or any other UBC-V or UBC-O faculty member who does not clearly meet the above eligibility criteria, but who has experience with the supervision and/or examination of doctoral students, prior to submitting this form.

2. Arm's Length Requirements

- University Examiners must not be (or have been) members of the Supervisory Committee or connected with the formal planning or examination of the dissertation research.
- They should not have any real or perceived personal, professional or financial conflict of interest with the Candidate or Research Supervisor(s). Please refer to [UBC Policy SC3](#) for more information.
- Except in special circumstances (fully justified in writing) at least one examiner must not have been a research collaborator and/or co-author with the Supervisor(s) within the past 6 years, regardless of whether the collaborations relate to the Candidate's dissertation work.

Please consult with the Doctoral Exams Office (graduate.doctoral@ubc.ca) in advance if you are unsure whether a prospective University Examiner satisfies the arm's length requirements.

3. Independence of Assessment

All examiners are expected to formulate an independent opinion of the Candidate's work. University Examiners must maintain an arm's length relationship with the Candidate and Research Supervisor(s) throughout the examination process. They must not discuss the Candidate's research with the Candidate or any member of the Supervisory Committee until the final oral defence begins.

4. Participation in the Final Oral Defence

It is the Research Supervisor's responsibility to ensure that the Candidate and all members of the Examination Committee (other than the Chair) are confirmed to attend the final exam. G+PS does not cover the travel expenses of University Examiners.

5. Distribution of the Dissertation

Doctoral Exams office will send the copy of the dissertation which has been submitted to the University Examiners when their appointment is confirmed. The Supervisor is responsible for ensuring that members of Supervisory Committee receive a copy of the dissertation, which is *identical to the copies submitted for the external examiner*, at least four weeks before the examination.

G+PS will appoint an appropriate faculty member to serve as Chair of the final examination and will send an electronic copy of the dissertation to the Chair upon their appointment. *The task of finding a suitable Chair can only be undertaken after the examination date is booked through G+PS with a minimum of four weeks of advance notice and the Approval of University Examiners form has been received.* The Research Supervisor will be required to deliver a hard copy of the dissertation to the Chair, if requested.



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Candidate:	_____	Student #:	_____
Grad Program:	_____	Email:	_____
Supervisor:	_____	Phone:	_____
Department	_____	Email:	_____

University Examiner Nominee 1

Name: _____ **Rank:** Full Associate Emeritus

Email: _____ **Grad Program:** _____

Justification for Nomination:

University Examiner Nominee 2

Name: _____ **Rank:** Full Associate Emeritus

Email: _____ **Grad Program:** _____

Justification for Nomination:

Eligibility and Arm's Length

- 1. Eligibility:** Do both nominees meet all of the Eligibility Criteria in Item 1 above? Yes No
- 2. Impartiality:** Do both nominees satisfy all of the Arm's Length Requirements in Item 2 above? Yes No

If the response to either question above is no then please provide a detailed explanation below:

Note: If one examiner does not meet the Arms' Length Requirements above, an explanation here will allow them to be approved.



I have read the instructions overleaf and certify that the nominees are academically qualified, at arm's length from the dissertation, the Candidate, and the Research Supervisor(s), and have consented to serve in this role.

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.)