

**Department of Integrative Biology
Nomination and Internal Review of
External Examiner of Ph.D. Theses
for: _____**

The nominee must be contacted by the Advisor and this form be completed 8 weeks prior to the anticipated date of the thesis defense.

PLEASE SUPPLY A C.V. OR WEBPAGE FOR THE SUGGESTED EXTERNAL EXAMINER

Suggested External Examiner:

Name: _____	Position: _____
Address: _____	Phone: _____
_____	Fax: _____
_____	_____
*Date of Birth (month and day): _____	Email: _____

*Required to avoid having duplicate profiles in the personnel databases

Brief rationale for nomination:

Nominee will attend the examination: on campus: by teleconference:(Zoom, phone, etc)

If the nominee will attend the examination in-person, the costs associated with the visit will be paid by the candidate's supervisor.

Travel (all forms):

Accommodation and Meals:

TOTAL:

Trust account(s) to which this amount may be billed:

I have discussed with the nominee, the nature of his/her relationship to the Ph.D. candidate, myself, and the University, and are satisfied that s/he meets the requirements of the Office of Graduate Studies (*see page 2).

Approved:

_____ <i>Advisor</i>	_____ <i>Date</i>
_____ <i>Graduate Coordinator, Int. Biol.</i>	_____ <i>Date</i>
_____ <i>Chair of Integrative Biology</i>	_____ <i>Date</i>

NOTES:

- (1) The Department/School must choose and make arrangements with an external examiner who is a recognized expert in the subject of the thesis, with sufficient experience in evaluating PhD students (e.g., advising, defense committees, etc). **The external examiner must not have a direct connection with the Department/School. The external examiner must not have served as advisor to the student's advisor, and must not have participated in joint projects with the advisor nor have been a student or member of the graduate faculty in the University in the last 5 years. The external examiner must have had no direct connection with the student or the student's research project.** Assurance of independence of the external examiner is taken as a very serious matter by the Board of Graduate Studies. If in doubt about the status of a prospective external examiner, please call the Dean of Graduate Studies. The selection of the external examiner must be approved by the Departmental Graduate Studies Committee and subjected to an internal review procedure in place in the Department. **Any individual who serves as an External Examiner may not serve again until a period of 3 years has passed.**
- (2) The Department/School must have sent the thesis to the external examiner (sample form letters are available in the Graduate Studies Office) **at least** 28 days before the date of the examination.
- (3) Examination forms will be prepared and sent to the Examination Committee Chair by the Office of Graduate Studies after this form is received. A report form for the Chair of the Examination will be included with the examination forms.
- (4) The Department/School pays the external examiner honorarium (**fixed at \$200.00**). Any other costs associated with an in-person visit are to be covered by the candidate's advisor. The Office of Graduate Studies will transfer \$200 to the unit to cover the honourarium to the department and the transfer of funds will occur after this examination request form and the external examiner's report are in the permanent student file in the Office of Graduate Studies, and after the exam has occurred.