

## Policy on the Appointment of an External Examiner

Six weeks or eight weeks prior to the proposed oral examination date the Supervisor must submit "The Request for Oral Examination and Appointment of External Examiner Form" with a draft pdf of the thesis/dissertation.

The Supervisor should ensure that all Supervisory Committee members, the proposed External Examiner and the student have agreed to the dates/times proposed prior to emailing the Request and attachments [grad-office@unbc.ca](mailto:grad-office@unbc.ca).

### Qualifications of the External Examiner

External Examiners should be an experienced and well-qualified expert. Examiners should have established reputations in the area of the thesis/dissertation research, and should be able to judge whether a thesis/dissertation is acceptable at a university comparable to UNBC. They should be at the Associate or full Professor rank if they are at a University, or be of comparable stature if they are not at a University. If an Assistant Professor, or someone from outside UNBC, is being recommended a short biography should be attached (a CV is not appropriate). If it is for a PhD. Defence the External Examiner must have a PhD.

### Contacting the External Examiner

The supervisor (not the student) **must** make contact with the proposed external examiner to ensure that he or she is willing to be the External, and able to attend in-person\* or via, Zoom, or conference call for the specific date/time proposed for the defence. The supervisor should also make it clear to the external examiner that their name has been "*recommended*" to the Program Dean and is subject to approval. Do not email an electronic copy or send a hard copy of the student's thesis/dissertation to the proposed External Examiner as he/she is not officially approved yet.

\*If in-person, the supervisor is responsible for finding funds to pay the costs associated as the Office of Graduate Administration does not have the budget monies to do so.

### Personal Contact with the External Examiner

To ensure that arm's length, independent review is possible, the external examiner should not have participated directly in supervising the student or directing the work of the student for a period of 5 years. Any student contact initiated by the External Examiner should be redirected either to the Office of Graduate Administration or to the student's Supervisor. The student's supervisor should not communicate the views of the external examiner to the student prior to the defense.

### Procedures

A PDF copy of the student's thesis/dissertation must accompany the above mentioned forms. The PDF copy will be forwarded to the Chair of the Oral Defense, and to the External Examiner from the Office of Graduate Administration. In the event that the recommended External Examiner is approved by the Program Dean (designate), the Office of Graduate Administration will forward the PDF copy of the thesis/dissertation to the External Examiner. If the recommended External Examiner is NOT deemed suitable by the Program Dean, the supervisor will be notified with the reasons and another name will be requested.

Once the External Examiner is approved and the date and time of the defense are confirmed, the Office of Graduate Administration will book a room, or Zoom and assign a Chair. The Office of Graduate Administration will also email an announcement of the defense to the graduate student list serve and the Announce list serve. Any additional advertising of the defense is the responsibility of the program, the supervisor, or the students.