

## **Criteria of an External Examiner below:**

### **To be read in conjunction with Graduate Regulation 4.5.2**

#### **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 research, and should be able to judge whether a thesis is acceptable at a university comparable to UNBC. If they are at UNBC they must be from outside the program area and have no previous involvement with the student or the thesis research. 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).

#### **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 a 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 Dean of Graduate Programs and is subject to approval. Do not email an electronic copy or send a hard copy of the student's thesis 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 Programs 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 Programs or to the student's Supervisor. The thesis supervisor should not communicate the views of the external examiner to the student prior to the defense.