Office of Graduate Programs
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Telephone: (250) 960-5244
email: grad-office@unbc.ca
www.unbc.ca/graduate-programs

GR362: Nomination of a PhD External Examiner

Name of Student: _____

Graduate Program: _____

Recommendation Made By: _____

Criteria of Appointment:
A distinguished scholar with particular experience both in the field of the dissertation research and in supervising doctoral students shall be chosen as the external examiner. The student's supervisory committee shall make the recommendation, and the supervisor should then make an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the Supervisor and the Graduate Program Chair to the Office of Graduate Programs who then formally invites the external examiner.

The proposed external examiner must be in a position to review the dissertation objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the Program which would hinder this type of objective analysis. The external should hold a PhD, hold an appointment with a recognized university or be a recognized scholar in their field and have no affiliation (as described below) with the student or the supervisor. The supervisor and the student must submit a declaration to the Office of Graduate Programs that neither party has performed collaborative research work with the proposed external examiner within the last five years. While the definition of "arms' length" is left to the discretion of the Program, justification of the selection may be required by the Office of Graduate Programs. **(Graduate calendar regulation 7.10.2)**

All Areas Below Must Be Completed

Please attach a brief CV/Resume/Weblink

Legal Name of Proposed External Examiner: _____

Position Title & Program/Department: _____

Academic Qualification Confirmation Holding a PhD. is a prerequisite, NO EXCEPTIONS.

Work Phone: _____

Email Address: _____

Complete Mailing Address: _____

_____

Normally the External Examiner's Attendance is required in person at the defence, however attendance remotely is permitted.

The Office of Graduate Programs incurs all the External Examiner's travel expenses to the defence.

Attending in Person: ☐ Yes ☐ No

Confirmation of Arm's-Length Status
(Declaration of Supervisor & Student Re: Proposed External Examiner)

"I declare that I have not performed collaborative research work with the proposed external examiner within the last five years."

Has the external examiner had a current or recent family or close personal relationship with the student or any of the committee members? ☐ Yes ☐ No

Has the external examiner recently been, or expect to soon become, employed by the ☐ Yes ☐ No

Has the student or supervisor recently been in, or expect to soon enter into, a business, employment or research relationship with the external examiner? ☐ Yes ☐ No

Is there a current or recent active close collaborative research relationship between the external examiner and the student or the supervisor? ☐ Yes ☐ No

Student:	_____	_____	_____
	Print Name	*Signature*	*Date*
Supervisor/Co-Supervisor	_____	_____	_____
	Print Name	*Signature*	*Date*
Program Chair	_____	_____	_____
	Print Name	*Signature*	*Date*

Proposed Budget for Travel for External Examiner

Budget requested to be Approved by the Vice President Research and Graduate Programs (or Designate)

Air Fare / Other *(If not flying please list alternate mode of transportation and cost)*	**$** _____
Accommodation	**$** _____
Car Rental / Taxi	**$** _____
Food	**$** _____
Other	**$** _____
Overall TOTAL	**$** _____

Approval of External Examiner: _____

Interim Vice President Research and Graduate Programs (or designate)

Note: The Office of Graduate Programs will request that the external examiner provide a detailed report on the merits and deficiencies of the dissertation, as well as an overall evaluation using the same categories as those used by internal examiners (supervisory committee members). The external examiner is requested to present the report to the Office of Graduate Programs within one month of the receipt of the dissertation. Adequate time must be allowed for the transmission of the dissertation and the receipt of the report. A judgement of unsatisfactory performance by the external examiner will be reviewed by the Office of Graduate Programs, but normally constitutes a failed attempt of the dissertation defence.