

Instructions for Completing the Appointment Form for Nominating an External/Internal Examiner for a Master's Thesis Defence

Submission of this form:

The form must be submitted **at least two months** before the expected completion of the thesis.

Selection of External/Internal Examiners:

Nominate 3 persons who meet the conditions outlined below and rank them in order of preference. Please provide complete contact information.

The Dean/Associate Dean of Graduate Studies will formally invite the External/**Internal** Examiner to serve.

Justification for Nominations of External Examiners:

The Supervisor (and Advisory Committee) are responsible for recommending External/Internal Examiners who are well-qualified, objective, experienced individuals in the field. The nominees should have established reputations in the area of the research and be able to judge whether a thesis is acceptable at a University comparable to Brock.

Nominees should normally be either at the Full or Associate Professor rank, or of comparable expertise and standing if not at a University. For Master's defences, we are allowed to nominate faculty from other fields within our own program, who satisfy the "arm's length" requirement (see below).

Provide a brief justification in terms of the special field(s) of expertise and achievements of each nominee, or by listing their specific publications that have been of central importance or are closely related to the Candidate's research.

Arm's Length Requirements:

The proposed External/**Internal** Examiners must not be, or have been, closely associated with the Candidate as colleagues, research collaborators, co-authors, employers, teachers, supervisors, or the like. Nor should they be former students, research supervisors or current or recent research collaborators of the Supervisors. Exceptions to this rule must be requested in writing and receive approval from the Dean of Graduate Studies.

Prior to the final oral examination, the Research Supervisor, the Department Chair/Program Director and the Candidate must not contact the External/**Internal** Examiner personally about the thesis, and should direct any contact initiated by the External Examiner to the Dean of Graduate Studies.

Scheduling the Thesis Defence and Examiner's attendance:

The department is responsible for scheduling the thesis defence and making the necessary travel arrangements. The honorarium will be paid by the Associate Dean of Applied Health Sciences.

Distributing the Thesis and External/Internal Examiner's Report

The final oral exam cannot be scheduled until an External/**Internal** Examiner is selected and the thesis is sent to the External Examiner by the Office of Graduate Studies. The Dean of Graduate Studies will send the invitation to the External Examiner.

The Dean of Graduate Studies reserves the right to postpone the final oral exam if the External/**Internal** Examiner's report is not received one week prior to the scheduled defence or the External/**Internal** Examiner's report indicates the thesis should not proceed to examination.

Note 1: The Candidate must not be given the identity of the final choice of External/Internal Examiner until after submission of the thesis to the Office of Graduate Studies.

Note 2: As per Senate 14.7.4 (i) The external's examiner's report will be shared with the Examination Committee and the graduate student prior to the defence. External examiners must be informed of this policy with receipt of the thesis document. The Report will be available in Bev's office for viewing, but can't be taken away, nor can copies be made.

Note 3: For their time, External Examiners will receive an honorarium of \$50.00 from the Graduate Program.

Return completed form to Bev, Administrative Assistant, Graduate Studies & Research, WC 285