

Ecology & Evolutionary Biology

UNIVERSITY OF TORONTO

PROCEDURES FOR RECOMMENDING AN EXTERNAL EXAMINER FOR FINAL PHD ORAL EXAMINATIONS

The PhD supervisor should send the name of one external examiner to the Associate Chair (Graduate) and Kitty Lam (gradadmin.eeb@utoronto.ca) *at least 8 weeks ahead* of the examination date. External examiners can be pre-approved and, therefore, as soon as you know that the potential external is available during the timeframe in which the student would like to defend, send the information below to the Associate Chair and Kitty Lam. If the supervisor is concerned about potential delays if the nominee is not approved, an additional name may be submitted at the outset.

The following information must be provided on the form (next page):

1. Name of the external examiner
2. Evidence that the proposed external examiner who:
 - a) holds the rank of at least Associate Professor (or equivalent if not at a university), and the year that rank was received
 - b) comes from an institution with a graduate program related to the PhD candidate's area of study
 - c) has supervised at least one PhD student(s) who has completed their degree
 - d) is an acknowledged expert in the field of study
 - e) is at "arm's length" from the supervisor and student. This includes the following: Must not have published with or been a collaborator on a grant in the last 6 years. Must not be a former student or supervisor of the supervisor.
 - f) has had no contact with the PhD candidate during the selection process

For further details, please see:

<http://www.sgs.utoronto.ca/Documents/Final+Oral+Exam+Guidelines.pdf> - page3

3. Please note that evidence of requirements a) through c) **MUST** appear on the nominee CV or on a website(s) for which a links provided. PLEASE ENSURE THIS INFORMATION APPEARS ON A WEBSITE(S) OR IN THE CV. The nomination cannot be sent to SGS until all of this information is available. **Please submit CVs electronically.**
4. Once approved by EEB's Associate Chair, the Graduate Office will forward the nominee(s) to the Graduate School for approval. A formal invitation, details of responsibilities, and a copy of the thesis will be sent to the examiner by Kitty Lam in EEB's Graduate Office.
5. The examiner will receive a small honorarium and the Graduate School will cover travel expenses up to \$500 (remaining costs are the responsibility of the supervisor (unless they give a seminar and funds are available to help with travel costs)). You should remind the examiner to keep all receipts for accommodation, travel costs (including boarding passes) and other expenses. The Graduate Office will provide the examiner with this information after the examination committee has been approved by SGS.

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Name of the PhD Student defending his/her thesis: _____

Tentative title of the PhD student's thesis: _____

EXTERNAL NOMINEE FOR FINAL ORAL PhD EXAM

(use additional copies of this form if there are other nominees)

Name of External Nominee: _____

Rank (Associate/Full Professor or equivalent): _____

Appointment year for Rank: _____

Institution and Department: _____

Nominee's website: _____

CV attached: Yes No

I have provided evidence in a CV or on a website that the nominee is an Associate or Full Professor and has supervised at least two PhD students who have completed their degrees. In addition, by SIGNING below I certify that the nominee is an acknowledged expert in his/her field, is at arm's length from me and my PhD student, and that my PhD student has not been in contact with the nominee.*

SIGNATURE: _____

DATE: _____