



Department Policy on External Examiners for Ph.D. Defences

Due to the growth of the Ph.D. program, it has become necessary to formalize some procedures regarding the process of choosing and financing external examiners.

THE SELECTION PROCEDURE

The student's supervisor should propose an external examiner* and verify his/her willingness to serve and availability on the dates and times proposed for the defence (including the alternative date/time). The supervisor is asked to provide the Graduate Program Director with the completed "Doctoral Thesis Examination Committee Form" with the external examiner's C.V. (the form is available from the Graduate Program Assistant or from the [School of Graduate Studies website](#)). The supervisor should allow sufficient time for changes to be made, if necessary, before the six-week Thesis Office deadline (see "Important Information" below). The Graduate Program Director has to approve the selection by signing the Doctoral Thesis Examination Committee Form, which must be forwarded to the Thesis Office by, or preferably before, the thesis submission deadline. If there are no objections, the official invitations to committee members will be sent by the Thesis Office. The student must provide an abstract, which will be included with the invitation to the external examiner.

* Click [here](#) for information concerning the criteria for selecting an external examiner.

FINANCIAL CONTRIBUTIONS

The Department will contribute up to \$400 toward the travel & accommodation expenses incurred by the external examiner, and the School of Graduate Studies will pay an honorarium of \$300. Any additional cost must be covered by the supervisor's research grant.

OTHER OPTIONS

Rather than having the external examiner travel to Montreal, one option is to conduct the defence via video conferencing. This often proves to be less expensive depending on the distance of the external examiner and the length of the defence. If this option is preferred, please contact the Graduate Program Assistant in order to inform the Thesis Office and book a room outfitted for such.

IMPORTANT INFORMATION

Please keep in mind that the Thesis Office must be provided with the details of the defence at least 6 weeks in advance, and the student must follow the strict deadlines for handing in the initial draft; please check with the Graduate Program Assistant for the exact dates.