



**PROCEDURE:**

This form is to be completed by the student’s supervisor, attached to the Final Supervisory Committee Form and submitted to the RSI graduate office at least 8 weeks prior to the Final Oral Examination. The RSI graduate office will review the proposed examiners, obtain the examiners’ CV and forward it to SGS for formal approval. SGS reviews and approves the external examiner for the Final Oral Examination in advance of exam booking. The student and supervisor will be notified via email of the SGS approval of an external examiner.

- The RSI graduate office will deliver the final thesis to the External Examiner.
- Students may NOT contact the examiner under any circumstances.
- Supervisors may contact external examiners ONLY to ascertain willingness to provide a written appraisal and/or availability to attend the examination at the specified time.
- The supervisor and examiner DO NOT discuss thesis content, aside from providing the thesis title.

**EXTERNAL EXAMINER:**

- Must be a non-UofT expert in the candidate’s field of research
- Must be affiliated with another University and hold professorial rank equivalent to a Full Member of SGS
- Must be an objective reviewer (i.e. neither affiliated with the student’s research project nor collaborated with the supervisor or student in the previous six years).
- Will be required to **submit a written appraisal of the thesis at least two weeks** before the Final Oral Examination
- Must be a voting member at the Final Oral Examination by attending the defense or participating via speakerphone for the entire exam.

**1<sup>st</sup> CHOICE:**

<b>NAME:</b>		<b>POSITION &amp; RANK:</b>	
<b>INSTITUTION:</b>			
<b>ADDRESS:</b>			
<b>PHONE:</b>		<b>EMAIL:</b>	
<b>AREA OF SPECIALIZATION:</b>			

**2<sup>nd</sup> CHOICE:**

<b>NAME:</b>		<b>POSITION &amp; RANK:</b>	
<b>INSTITUTION:</b>			
<b>ADDRESS:</b>			
<b>PHONE:</b>		<b>EMAIL:</b>	
<b>AREA OF SPECIALIZATION:</b>			

**3<sup>rd</sup> CHOICE:**

<b>NAME:</b>		<b>POSITION &amp; RANK:</b>	
<b>INSTITUTION:</b>			
<b>ADDRESS:</b>			
<b>PHONE:</b>		<b>EMAIL:</b>	
<b>AREA OF SPECIALIZATION:</b>			