

## Procedure for Securing an External Thesis Examiner

(Note: for Master's thesis examination the "external examiner" can be internal or external to the unit or university.)

About 2-4 weeks before the thesis is ready for initial submission, the supervisor should consult with his/her student and identify one or more potential examiners who are qualified to examine the thesis.

Once the potential examiner is decided upon, an academic from the Unit\*, according to internal procedures, must determine the willingness of the examiners to serve prior to submission of the "Nomination of Examiners and Thesis Submission Form"

Initial contact can be made by phone or email, as deemed most efficient. However, it is usually best to discuss by phone at some point. First, the person contacting the examiner should make sure the individual is able to review the thesis within the required timeline.

### Conflict of Interest Checklist

If it is known that the potential examiner's answer to any of the questions in the checklist below is "Yes," that person should not be contacted.

Otherwise, whoever contacts the potential examiner must view the checklist below and ensure that he/she does not answer "Yes" to any of the questions. (If there are any questions about this process please contact GPS.)

- x Have you co-authored or otherwise carried out research in collaboration with the student or the supervisor (within the last five years)? Yes or No

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x Do you have a personal or financial relationship to the student or the supervisor? Yes or No

Relationships that might appear to have a conflict of interest include:

- o A past or present spouse or partner
- o A close family member
- o A past or present business partner

x Have you engaged in other activities that could be interpreted as conflict of interest? (please specify)

Talking Points when contacting the potential examiner:

1. Introduce yourself
2. Explain that a doctoral or master's student will soon be completing his/her thesis, and that the McGill process requires the thesis to be examined by an external expert in the field.
3. The thesis examination requires a written assessment but once that is fully completed, the external examiner's work is done.
4. Explain that for Doctoral students there is a two-tiered thesis examination process: the examination of the thesis and an oral defence. However, make