



The External Examiner is an expert in the doctoral candidate's field of research. They review the thesis submission and participate in both the thesis oral examination and in the final deliberations.

The following is a checklist to help guide the External Examiner through the FGS Thesis Examination:

- ☐ Receive a formal invitation from the Faculty of Graduate Studies with relevant contact information (e.g. Graduate Program Director).
- ☐ Consult with the Graduate Program Director or delegate about travel arrangements or tele-/video- conferencing details.
- ☐ Receive a **complete final draft of the thesis at least three weeks** before the proposed oral examination.
- ☐ Do not discuss the thesis or the evaluation of it with anyone prior to the oral examination.
- ☐ Immediately contact the Dean of Graduate Studies (deangrad@ucalgary.ca) if Academic Misconduct is suspected.
- ☐ Provide an assessment of the thesis on the Examiner's Assessment of Thesis form to the Neutral Chair. This report is considered a confidential document and must not be shared with others. This document can be made available to the candidate upon request after the results of the examination have been conveyed.
- ☐ Submit the Examiner's Assessment of Thesis Form to the Neutral Chair of the examination committee before the oral examination begins. If the examination is tele- or video-conferenced, the report may be faxed or e-mailed to the Neutral Chair.
- ☐ Be aware of the **current regulations for [Thesis](#) and [Thesis Examinations](#), and [Thesis Examination Administrative Processes](#)** (e.g., seminars, questions to the candidate, recommendations of the examination committee, etc.). For examination regulations **prior to September 2014**, refer to [2014-2015 Handbook of Supervision and Examination](#). If you have any questions, please contact the Graduate Program Director.
- ☐ Sign the Thesis Approval Form at the end of the examination. If participating in a tele- or videoconference, provide notification (e-mail) that the Neutral Chair may sign on your behalf.