The External Examiner is an expert in the doctoral candidate’s field of research. S/he reviews the thesis submission, participates both in 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 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.