



## APPROVAL OF UNIVERSITY EXAMINERS FOR DOCTORAL DISSERTATION

The primary role of a University Examiner is to evaluate the quality and significance of the dissertation and the performance of the Candidate at the oral examination. Two approved University Examiners must be present at the final doctoral oral examination in order to meet the requirement for quorum. This completed form must be received by Graduate and Postdoctoral Studies (G+PS) a **minimum of 4 weeks** prior to the scheduled final doctoral oral examination. G+PS reserves the right to postpone the examination if this form is not received on time.

**Procedure:** The consent of the proposed University Examiners to attend the exam must be confirmed by the Research Supervisor prior to the submission of this form. The Candidate's Graduate Program is responsible for recommending well-qualified, objective examiners who have agreed to serve in this role. A brief rationale of how the proposed examiners' fields of expertise relate to the Candidate's area of research must be provided.

A scanned copy of the completed, signed form can be submitted by email to [graduate.doctoral@ubc.ca](mailto:graduate.doctoral@ubc.ca). Submission of the paper copy is not required.

### 1. Eligibility Criteria

- Both University Examiners should have expertise in a field closely related to the dissertation research.
- Both University Examiners should hold an **academic** (not clinical, adjunct, etc.) appointment as a **Full, Associate, or Emeritus Professor** at UBC-V or UBC-O and hold a formal affiliation with a graduate program that offers doctoral degrees in the UBC-V Faculty of Graduate and Postdoctoral Studies or the UBC-O College of Graduate Studies.
- At least one University Examiner must not be affiliated with the graduate program of the Candidate or the department(s) of the Supervisor(s) and, if there is a University Examiner from UBC-O, at least one of the University Examiners must be viewed by G+PS to clearly embody a disciplinary difference.

*An Assistant Professor may be approved if s/he has passed initial re-appointment and has previous experience with the doctoral examinations process. Please contact the Doctoral Examinations Office ([graduate.doctoral@ubc.ca](mailto:graduate.doctoral@ubc.ca)) to discuss the nomination of an Assistant Professor or any other nominee who does not clearly meet the above eligibility criteria prior to submitting this form.*

### 2. Arm's Length Requirements

- University Examiners must not be (or have been) members of the Supervisory Committee or connected with the dissertation research in any way, including having previously examined the work at a departmental defence.
- They must not have been associated with the Candidate, outside of usual contact in courses or other non-thesis activities within the university, nor be related to the Candidate or Research Supervisor(s).
- Except in special circumstances (fully justified in writing) they should not be or have been research collaborators and/or co-authors with the Supervisor(s) within the past 6 years, regardless of whether the collaborations relate to the Candidate's dissertation research.

Please consult with the Doctoral Exams Office ([graduate.doctoral@ubc.ca](mailto:graduate.doctoral@ubc.ca)) in advance if you are unsure whether a prospective University Examiner satisfies the arm's length requirements.

### 3. Independence of Assessment

All examiners are expected to formulate an independent opinion of the Candidate's work. University Examiners must maintain an arm's length relationship with the Candidate and Research Supervisor(s) throughout the examination process. They must not discuss the Candidate's research with the Candidate or any member of the Supervisory Committee until the final oral defence begins.

### 4. Participation in the Final Oral Defence

It is the Research Supervisor's responsibility to ensure that the Candidate and all members of the Examination Committee (other than the Chair) are confirmed to attend the final exam. Normally, only those individuals physically present in the examination room can be counted for quorum. G+PS does not cover the travel expenses of University Examiners.

### 5. Distribution of the Dissertation

It is the responsibility of the Research Supervisor to ensure that the University Examiners and members of Supervisory Committee receive a copy of the dissertation, which is *identical to the copies submitted for the external examiner*, at least four weeks before the examination.

G+PS will appoint an appropriate faculty member to serve as Chair of the final examination and will send an electronic copy of the dissertation to the Chair upon his/her appointment. *The task of finding a suitable Chair can only be undertaken after the examination date is booked through G+PS with a minimum of four weeks of advance notice and the Approval of University Examiners form has been received.* The Research Supervisor will be required to deliver a hard copy of the dissertation to the Chair, if requested.



## APPROVAL OF UNIVERSITY EXAMINERS FOR DOCTORAL DISSERTATION

<b>Candidate:</b> _____	<b>Student #:</b> _____
<b>Grad Program:</b> _____	<b>Email:</b> _____
<b>Supervisor:</b> _____	<b>Phone:</b> _____
<b>Department:</b> _____	<b>Email:</b> _____

### University Examiner Nominee 1

**Name:** \_\_\_\_\_ **Rank:**  Full  Associate  Emeritus  
**Email:** \_\_\_\_\_ **Grad Program:** \_\_\_\_\_

**Justification for Nomination:**

- 1. Eligibility:** Does the nominee meet all of the Eligibility Criteria in Item 1 above?  Yes  No
- 2. Impartiality:** Does the nominee satisfy all of the Arm's Length Requirements in Item 2 above?  Yes  No

*If the response to either question above is no then please explain and give reasons for the nomination on a separate page.*

### University Examiner Nominee 2

**Name:** \_\_\_\_\_ **Rank:**  Full  Associate  Emeritus  
**Email:** \_\_\_\_\_ **Grad Program:** \_\_\_\_\_

**Justification for Nomination:**

- 1. Eligibility:** Does the nominee meet all of the Eligibility Criteria in Item 1 above?  Yes  No
- 2. Impartiality:** Does the nominee satisfy all of the Arm's Length Requirements in Item 2 above?  Yes  No

*If the response to either question above is no then please explain and give reasons for the nomination on a separate page.*

I have read the instructions overleaf and certify that the nominees are academically qualified, at arm's length from the dissertation, the Candidate, and the Research Supervisor(s), and have consented to serve in this role.

### Approval of Research Supervisor:

_____ Signature	_____ Name (please print)	_____ Date (yyyy/mm/dd)
--------------------	------------------------------	----------------------------

### Approval of Graduate Advisor or Head of the Graduate Program:

_____ Signature (must be different from above)	_____ Name (must be different from above)	_____ Date (yyyy/mm/dd)
---	--	----------------------------

**(Two different signatures are required – if the Supervisor is the Graduate Advisor, the Program Head must sign.)**