

Master of Science – Environmental and Life Sciences Request for Thesis Examination

Part A: To be completed by the student

Student Name: _____ Student Number: _____

Phone Number: _____ E-mail: _____
(Including area code)

Proposed Date of Examination: _____ a.m. OR p.m.
(Month/Day/Year) (Please circle preference)

Part B: To be completed by Graduate Advisory Committee

Signature indicates agreement that thesis may proceed to defense.

Supervisor:	_____	_____
	Name (Please Print)	Signature
Committee Member:	_____	_____
	Name (Please Print)	Signature
Committee Member:	_____	_____
	Name (Please Print)	Signature

Part C: Requested External Examiner

See reverse for guidelines

External Examiner:	_____	Title: _____
	Name (Please Print)	
Phone Number:	_____	E-mail: _____
Academic Credentials (including area of expertise)	_____	
Brief Summary of Qualifications if not PhD	_____ _____	
Institution:	_____	

For Office Use Only:

MELS Coordinator: _____	Date: _____
Date of Exam: _____	Location: _____
Approval of Date and Examiner _____	

Qualifications for the External Examiner

To ensure a rigorous, ethical, transparent, and fair examination, the External Examiner must:

- Have clearly demonstrated expertise in the field of study related to the research project. Written justification of the External Examiner's expertise may be requested.
- Have a PhD; however, a MSc will be considered.
- Not be actively involved in the research project or have had a direct academic, personal, or supervisory relationship with the candidate or the candidate's supervisor for at least 5 years.
- Not have been graduate students of the candidate's supervisor for at least 5 years.

Appointment of the External Examiner is subject to approval by the MELS Steering Committee.

Communication with the External Examiner:

The Supervisor may contact the proposed External Examiner to ensure he/she is willing and available to serve. At this point, it should be emphasized that final selection is subject to approval by the MELS Steering Committee. A draft of the thesis should NOT be shared with the proposed External Examiner until the appointment has been approved by the MELS Steering Committee.

Upon appointment, neither the student nor the Supervisor or any member of the Graduate Advisory Committee will communicate with the External Examiner regarding the student's research. Neither the Supervisor nor any member of the Graduate Advisory Committee will communicate the views of the External Examiner to the student. Should the External Examiner initiate communication regarding the thesis or any aspect of its defense, this communication should be directed to the MELS Coordinator.