



University of Windsor

FACULTY OF GRADUATE STUDIES

**EXTERNAL EXAMINER REQUEST FORM**

Please submit this form **at least seven weeks** before the proposed date of defense, in order to allow adequate time for the Dean of Graduate Studies to contact the examiner, as well as for mailing and reviewing the dissertation, appointing a chair and receiving the examiner's report. **At least four weeks** before the confirmed date of defense, please submit the Approval to Submit a Dissertation form, a copy of the dissertation and the **confirmed** date and time of the defense. Failure to do so may result in the cancellation of the defense.

Student: \_\_\_\_\_ Program: \_\_\_\_\_

Advisor: \_\_\_\_\_ tentative defense date: \_\_\_\_\_

Dissertation title: \_\_\_\_\_

\_\_\_\_\_

Proposed external examiner: \_\_\_\_\_

University Affiliation (required): \_\_\_\_\_

Department/Rank: \_\_\_\_\_

Arm's length relationship to proposed external examiner (for criteria please see back of form):

\_\_\_\_\_

Advisor signature

**Please attach a brief résumé of the proposed examiner's qualifications to serve in this capacity, including a list of recent relevant publications, and an email and mailing address.**

The Faculty of Graduate Studies will pay an honorarium of \$100 for reading the dissertation and participating in the defense.

\_\_\_\_\_  
Approval AAU Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Dean of Graduate Studies

\_\_\_\_\_  
Date

## **EXTERNAL EXAMINERS ARM'S LENGTH RELATIONSHIP**

1. The criteria for an "arm's length" relationship between the advisor, student and proposed examiner are as follows:

- a) not a close personal friend
- b) not a research collaborator within the past 5 years
- c) not a potential post-doctoral supervisor of the student
- d) not a faculty member, student or post-doctoral fellow of the University of Windsor within the past 5 years
- e) not a co-worker of the student or supervisor within the past 5 years

An honorarium of \$100 will be paid to the external examiner for reading the dissertation and participating in the defense.