



PhD External Appraiser Approval Request Form

(Last revised: 2020/04)

Office use	
SGS FOE Form	

Student Information

First Name	
Last Name	
Email (@mail.utoronto.ca)	
Student Number	
Primary Supervisor (full name)	
Co-supervisor (full name; if applicable)	

Thesis Information

Thesis title:

Provide the full and final thesis title that will be kept on the student record.

External Appraiser/Examiner Information

External Appraiser/Examiner (full name)	
Method of attendance (e.g. in person)	
Institutional affiliation	
Current professorial rank (e.g. Professor)	
Year the above rank was attained (e.g. 1992)	
Area of specialization	
Telephone number (for mailing courier)	
Mailing address (must not be a P.O. Box)	

Couriers will not deliver to P.O. Boxes or to addresses without telephone numbers.

Exam Information

Exam Date	
Exam Time	

Examination Committee Information

		Vote	Role	Full Name	Email
Please list all examination committee members including the supervisor, co-supervisor (if applicable), committee members, and external appraisers.	1.				
	2.				
	3.				
	4.				
	5.				
	6.				

It is recommended to schedule five members for the examination to ensure a quorum of four voting members. The exam Chair is a faculty member from an external department that is appointed by SGS. Roles may include supervisor (SUP), registered supervisory member (REG), external examiner (EXT), and internal-external examiner (INT).

External appraiser/examiner eligibility

- 1) An external appraiser should not be used more frequently than once every two years by a single supervisor.
- 2) The external appraiser must be at arm's length from both the candidate and the supervisor(s). Normally, this excludes the doctoral supervisor/supervisee of the candidate or the supervisor, and collaborators on a research project, scholarly work, or publication with either of them in the past six years.
- 3) The external appraiser must be a recognized expert on the subject of the thesis and must be external to the university as well as to its affiliated teaching hospitals and research institutes. This individual must be an associate or full professor at his or her home institution, and must have successfully trained at least two doctoral students.

Honorarium (and expense reimbursement)

IBBME will pay an honorarium of \$100 CAD to the external examiner for the written appraisal. Additionally, IBBME will reimburse the examiner up to \$500 CAD for travel. Beyond the aforementioned amounts, the primary supervisor is responsible for all other expenses incurred by the external examiner as a result of their participation in the final oral exam. After the examination, the external examiner and/or

supervisor must return all required forms to the administrative office (operations.ibbme@utoronto.ca) with original receipts to receive expense reimbursement.

Exam committee composition

- 1) The examination committee must include at least four, but no more than six, voting members.
 - 2) One to three of the voting members will have served on the candidate's supervisory committee.
 - 3) At least two voting members will not have been closely involved in the supervision of the thesis (i.e. not members of the supervisory committee). Arm's length examination committee members commonly include the external and the internal-external examiners. The internal-external examiner may be a faculty member of the candidate's graduate unit, and/or a faculty member of other departments, centres, or institutes of the university.
 - 4) The examination committee may include, in addition, up to two non-voting members, who will be members of the graduate faculty of the candidate's graduate unit or members of the graduate faculty of another graduate unit of the university.
 - 5) A quorum is four voting members, two of whom must not have been closely involved in the supervision of the thesis. Up to two voting members may participate remotely through teleconference.
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IMPORTANT: Instructions for the student

- 1) Submission of the External Appraiser Approval Request Form (this form) serves as confirmation that all members of the Supervisory Committee have read the thesis and determined that the thesis is ready for final oral examination.
- 2) Submission of this form also serves as confirmation that the student has read and understood the SGS final oral exam guidelines (See: <https://www.sgs.utoronto.ca/academic-progress/program-completion/doctoral-examinations-schedule/>), completed all coursework required (including those required for collaborative programs if applicable), and is successfully registered for the term in which the exam should take place.
- 3) Submit this form electronically to the IBBME Graduate Office (grad.ibbme@utoronto.ca) **at least 3 months prior** to the dated of the final oral exam.
- 4) Include a copy of the external examiner's most current curriculum vitae with this request form.
- 5) Include a copy of the thesis abstract with this request form. Clearly indicate the thesis title, year of convocation, degree program, department, and university at the top of the page. The main body of the abstract should not exceed 350 words.