



**University  
of Victoria**

Graduate Studies

## Nomination of External Examiner and Confirmation of Arm's-Length Status

Student's Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Academic Unit: \_\_\_\_\_

Degree & Program: \_\_\_\_\_

### Examining Committee:

(Co)-Supervisor: \_\_\_\_\_

Co-supervisor or Member: \_\_\_\_\_

Academic Unit Member: \_\_\_\_\_

Academic Unit Member: \_\_\_\_\_

UVic Non-unit Member: \_\_\_\_\_

Additional Member: \_\_\_\_\_

Proposed External Examiner and Institution: \_\_\_\_\_

**Supervisors – please check Yes or No for each of the following questions. See guidelines on the following page.**

1. Has the proposed external examiner collaborated or co-authored any publication within the last 6 years, or is in the process of collaborating or joint publishing with the student, the supervisor, or any member of the supervisory committee? Yes ☐ No ☐
2. Has the proposed external examiner held research funding within the last 6 years, or is in the process of applying for research funding with the student, the supervisor, or any member of the supervisory committee? Yes ☐ No ☐
3. Has the proposed external examiner ever had a business, commercial, or financial relationship (or expects to enter into such a relationship) with the student, the supervisor, or any member of the supervisory committee? Yes ☐ No ☐
4. Has the proposed external examiner ever had a personal relationship with the student, the supervisor, or any member of the supervisory committee? Yes ☐ No ☐
5. Has the proposed external examiner ever been in a supervisor/student relationship with the supervisor, the student, or any member of the supervisory committee? Yes ☐ No ☐
6. Has the proposed external examiner ever been an employee or had any professional affiliation at the University of Victoria? Yes ☐ No ☐
7. Has the proposed external examiner ever been a graduate student at the University of Victoria? Yes ☐ No ☐
8. Has the proposed external examiner ever received a significant honour or recognition from the University of Victoria? Yes ☐ No ☐
9. Are you aware of any other circumstances that might place the proposed external examiner in a conflict of interest? Yes ☐ No ☐

**If you answered "Yes" to any question(s) please provide details on an additional page.**

By signing this form, I verify that the person I have nominated to serve as this student's external examiner is eligible to serve in this role, based on the criteria above.

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Supervisor Name

Signature

Date

**Please submit this completed form and the proposed external examiner's CURRENT AND COMPLETE CV to the appropriate Program Clerk in the Office of the Dean, Faculty of Graduate Studies.**



## Guidelines for the Appointment of External Examiners for the Final Oral Examinations of Doctoral candidates

Revised July 2022

The UVic Graduate Calendar stipulates that a final oral examination committee shall be composed of *“the supervisory committee plus a Chair and at least one other examiner from outside the University. Such external examiners are appointed by the Dean of Graduate Studies in consultation with the academic unit(s), and must be arm’s-length authorities in the field of research being examined.”*

Evaluation of our students’ doctoral work by expert external examiners provides an essential service to our University by helping to ensure that our graduates are performing to an academic standard that is in line with national and international expectations.

The Dean of Graduate Studies approves external examiner nominations based on two criteria. The first of these is the nominee’s expertise: the qualifications of an external examiner are critical, as is their ability to provide an expert evaluation of the merits of a student’s work. Normally an external examiner of a doctoral student’s degree should hold a doctorate or equivalent relevant credential from a recognized institution and have significant research and graduate supervisory experience in a discipline that is closely related to the student’s area of research.

The second criterion is the nominee’s arm’s length status – that is, as free as possible from real or perceived conflicts of interest. A nominated external examiner will not be approved if they are deemed to be in a conflict of interest. In assessing the arm’s length relationship, the Faculty of Graduate Studies follows the general definitions of Conflict of Interest as outlined in UVic Policies [GV0210](#) (Conflict of Interest and Confidentiality) and [AC1200](#) (Conflict of Interests in Student-Faculty Relationships) as well as the Tri-Council [Conflict of Interest and Confidentiality Agreement for Review Committee members, External Reviewers and Observers](#).

Conflicts must be avoided between the proposed external examiner and any individual involved in the final oral examination, including the student and all members of the supervisory committee, as well as between the proposed external examiner and the University of Victoria. Some examples of conflicts are given below. ***These lists are not exhaustive. If there is any doubt about the potential for conflict of interest with a proposed external examiner, it is the responsibility of the supervisor to bring this to the attention of the Dean of Graduate Studies.***

Examples of conflicts between the external examiner and participants in the oral exam would include, but are not limited to:

- Professional interactions or collaborations (past, present, or anticipated), e.g. co-authored publications, shared funding, a prior supervisory relationship
- Business, commercial, financial relationships
- Personal relationships as defined in the policies above

Examples of conflicts arising from the external examiner’s relationship to UVic would include, but are not limited to:

- Recipient of a postgraduate degree from UVic
- Former or current employee of, or appointment at, UVic
- Recipient of a substantial honour, award, or recognition from UVic