

Application to Conduct the PhD Examination

To be submitted to the Graduate Studies and Research Office **at least 8 weeks prior** to the proposed examination date.

Student Name	
Thesis Title	
Date that thesis will be ready to mail to External Examiner	

Supervisory Committee

Chair	
Member	
Member	
Member	
Member	

PhD Examination Committee (each member listed to be contacted by the Department before submitting form)

a member of the graduate faculty who is not a member of the Supervisory Committee appointed to act as Chair by the Associate Dean of AVC Graduate Studies and Research in consultation with the Department Chair;	
a member of the graduate faculty who is not a member of the Supervisory Committee, appointed by the Associate Dean of AVC Graduate Studies and Research in consultation with the Department Chair;	
two members of the student's Supervisory Committee, proposed by the Supervisory Committee and appointed by the Associate Dean of AVC Graduate Studies and Research. One Supervisor or Co-Supervisor may fill the role of the one from the Supervisory Committee, but not both. Normally, one member shall be from a Department other than that in which the student is registered.	
the External Examiner	

Please attach a list of 3 candidates that may be contacted to serve as the External Examiner, some contact information and a brief description for each candidate.

In order to schedule the External Examiner for the PhD Examination, **please provide the dates that the student and the Examination Committee members are available** (list some dates within a three to four-week time period). Due to busy schedules of potential examiners it is preferable to make these arrangements 8–10 weeks prior to the proposed examination date.

Day	Date	Day	Date
Department Chair (Signature)			
Student (Signature)			

Updated July, 2024