

As of July 1<sup>st</sup>, 2016 the procedure on submitting external approval forms and receiving reader's reports has changed.

The procedure in its entirety is broken down below.

### **Approval of External Examiner**

The thesis or dissertation supervisor e-mails the Dean of the Faculty of Graduate Studies asking him or her to approve the External Examiner. The supervisor is asked to include the external examiner's CV.

### **Selecting a Defense Date**

The student, supervisor, and committee members choose a mutually agreed upon date/time of the defence. Please note that all individuals must be in attendance and by signing the "Information Required When Sending Thesis Out for External Examination" form, all parties are agreeing to this date. **The External examiner requires at least 4 weeks (Master's thesis) or 6 weeks (PhD dissertation) to review the document, including filling out their reader's report.** The External's report is to be submitted 7 days prior to the defence to allow adequate time for the defence to be advertised. Please consider this timeline when scheduling the defense date.

**Reader Reports and Information Required when Sending Masters (or PhD) Thesis Out for External Examination.** The thesis supervisor emails the blank Reader's reports to each of the thesis committee members and asks them to fill them out ASAP, then return them to the supervisor. The supervisor also ensures that the student and all committee members have signed the Information Required When Sending Masters (or PhD) Thesis Out for External Examination form after which time it is signed by the program's graduate coordinator.

Masters form:

<https://intranet.laurentian.ca/upload/0/1628/INFORMATION%20REQUIRED%20WHEN%20SENDING%20MASTERS%20THESIS%20OUT.pdf>

PhD form: