

LIST OF EXAMINERS FOR THE EVALUATION OF THE THESIS

CANDIDATE			
FIRST NAME		LAST NAME	
STUDENT NUMBER	MASTER'S	DOCTORATE	
ACADEMIC UNIT	THESIS TITLE		
THESIS SUPERVISOR	FIRST NAME	PHONE NUMBER	
	LAST NAME	EMAIL	
THESIS CO-SUPERVISOR	FIRST NAME	PHONE NUMBER	
	LAST NAME	EMAIL	
EXPECTED DATE OF THESIS SUBMISSION	YEAR	MONTH	DAY

PROPOSED EXAMINERS			
1	FIRST NAME	LAST NAME	ESTABLISHMENT
	MAILING ADDRESS		EMAIL
2	FIRST NAME	LAST NAME	ESTABLISHMENT
	MAILING ADDRESS		EMAIL
3	FIRST NAME	LAST NAME	ESTABLISHMENT
	MAILING ADDRESS		EMAIL
4	FIRST NAME	LAST NAME	ESTABLISHMENT
	MAILING ADDRESS		EMAIL
5	FIRST NAME	LAST NAME	ESTABLISHMENT
	MAILING ADDRESS		EMAIL
6	FIRST NAME	LAST NAME	ESTABLISHMENT
	MAILING ADDRESS		EMAIL
7	FIRST NAME	LAST NAME	ESTABLISHMENT
	MAILING ADDRESS		EMAIL

APPROVAL	
NAME OF THE CHAIR OF THE ACADEMIC UNIT OR DELEGATE	
_____	_____
SIGNATURE	DATE
NAME OF DEAN OR VICE DEAN	
_____	_____
SIGNATURE	DATE

GUIDELINES FOR THE LIST OF EXAMINERS

1. The list of examiners is proposed by the student in consultation with his or her supervisor. The student must ensure that this form has been completed and forwarded by making a service request in his or her Candidate Center (uoZone). The list must be submitted at least one month before the filing date. Any delay will delay the entire evaluation and defence process and may have financial consequences since the submission of the thesis cannot be accepted if the list of examiners has not been submitted.
2. A master's thesis jury must consist of two to four examiners.
3. A doctoral thesis jury must consist of four to seven examiners of which at least three must be internal and one external.
4. The list of examiners for a doctoral thesis must include at least two names of potential external examiners from different North American institutions along with a brief CV and a complete list of publications for each.
5. The proposed external examiners should be free of any conflict of interest with regard to the PhD candidate, the candidate's supervisor or the candidate's co-supervisor.

Examples of conflict of interest:

- A proposed external examiner has worked for the same university, organization or department or has been part of the same research unit as the supervisor(s) or the candidate in the past six years.
- There is an administrative or family link between the proposed external examiner and the supervisor(s) or candidate.
- A proposed external examiner is an industrial or government representative who has been directly involved in collaborations with the supervisor(s) or candidate in the past six years.
- A proposed external examiner is a former research supervisor, graduate student, or postdoctoral trainee of the supervisor(s).
- A proposed external examiner has collaborated or published with the supervisor(s) or candidate within the past six years.

This list, while not exhaustive, illustrates the nature of potential conflicts to be avoided.

Please see [Academic Regulation II-7 – Theses](#).

Notice of Collection of Personal Information

Your personal information is collected under the authority of the *University of Ottawa Act, 1965*, in accordance with the *Freedom of Information and Protection of Privacy Act of Ontario* and *University Policy 90*. The personal information you provide on this form will be used by the University for purposes consistent with the evaluation of the thesis. If you have questions about the collection, use and disclosure of your personal information, please contact InfoService at infoservice@uOttawa.ca.