

**Procedure** external examiner for their  
instead of providing three nominees to GPS as was formerly

the case). This procedure  
has been put in place to give professors and their students more control over the

Do you have a personal or financial relationship to the student or the supervisor? Yes or No

Relationships that might appear to have a conflict of interest include:

- A past or present spouse or partner
- A close family member
- A past or present business partner

Have you engaged in other activities that could be interpreted as conflict of interest? (please specify)

#### **Talking Points when contacting the potential examiner:**

1. Introduce yourself
2. Explain that you have a doctoral or master's student who will soon be completing his/her thesis, and that the McGill process requires the thesis to be examined by an external expert in the field.
3. The thesis examination requires a written assessment, but once that is fully completed, the external examiner's work is done.
4. Explain that for Doctoral students there is a two tiered thesis examination process: the examination of the thesis and an oral defence. However, make it clear that the external examiner does not need to be present at the oral defence (unless required by the unit).
5. Explain when you expect when you expect