

Doctoral Thesis Nomination of Examiners Form

Submit this completed form to doctoralthesissubmission.gps@mcgill.ca from your official McGill email address with a single PDF version of your thesis. Please verify that all signatures are included on page 3 of this form.

Name: _____ **McGill ID:** _____
Last First

Email Address: _____ **Degree:** _____

Unit*: _____

**Unit refers to a department, a division, a school, an institute, or a Faculty/University-wide graduate program*

Exact Thesis Title: Capitalize proper nouns only (E.g., The politics and economics of the Free Trade deal) and use words rather than symbols (e.g., carbon dioxide instead of CO₂).

Note: The convocation booklet will display the thesis title in lower case except for proper nouns.

Supervisory Committee (list all members)**Thesis Supervisor**

Full Name/Title

Mailing Address (Full campus address where applicable)

Tel: (____) _____ – _____ / _____
(extension)

E-mail: _____

Thesis Co-Supervisor (if applicable)

Full Name/Title

Mailing Address (Full campus address where applicable)

Tel: (____) _____ – _____ / _____
(extension)

E-mail: _____

Other Members

Full Name/Title

Unit*

Names and addresses in the following two sections **must be complete** with full names (no initials), and complete Unit* and non-McGill addresses, including building and room number, street address, city, province, postal code, e-mail address, as well as telephone number(s).

Internal Examiner

The Unit* has established that the internal examiner has agreed to evaluate the thesis. GPS is responsible for sending the internal examiner a copy of the thesis. The internal examiner must not be in conflict of interest according to McGill's policy (see University [conflict of interest regulations](#)).

Full Name/Title

Mailing Address (Full campus address where applicable)

Tel: (____) _____ – _____ / _____
(extension)

E-mail: _____

External Examiner

The Unit* has established that the external examiner has agreed to evaluate the thesis. GPS is responsible for sending the external examiner a copy of the thesis. The external examiner must be able to examine the student and the thesis at arm's length, free of conflict of interest from any source. The test of whether a conflict of interest might exist is whether it could appear to a reasonable outside person that evaluation of the thesis may be affected by anything other than the merits of the thesis document. The candidate's Unit* must take reasonable steps to avoid recommending an examiner whose relationship with the candidate, the supervisor, or their research could be seen as jeopardizing an impartial judgment on the thesis. Any individual asked to examine a thesis must declare possible sources of conflict (see [checklist](#)).

Full Name/Title

Mailing Address (Full campus address where applicable)

Tel: (____) _____ – _____ / _____
(extension)

E-mail: _____

Certifications and Signatures

The Unit* head or delegate certifies that

- ☐ All other degree requirements have been met
- ☐ The nominated internal examiner is not in conflict of interest according to McGill's policy (see University [conflict of interest regulations](#))
- ☐ There is no conflict of interest with nominated external examiner (see [checklist](#))

Supervisor(s) certifies that:

- ☐ The thesis meets GPS [guidelines for preparation](#) and [initial submission](#)
- ☐ The thesis meets scholarly standards for partial fulfillment of the degree
- ☐ If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
- ☐ There is no conflict of interest with nominated internal examiner according to McGill's policy (see University [conflict of interest regulations](#))
- ☐ There is no conflict of interest with nominated external examiner (see [checklist](#))

The student certifies that:

- ☐ Thesis meets GPS guidelines for preparation and submission
- ☐ If relevant, all ethics and compliance certificates required have been properly obtained and copies are on file with the appropriate offices
- ☐ If relevant, appropriate permissions have been obtained to include copyrighted material in the thesis
- ☐ If relevant, appropriate permissions have been obtained from co-authors of manuscripts included in the thesis for such inclusion
- ☐ In the Preface, contributions of student to each chapter are explicitly stated
- ☐ In the Preface, contribution of any co-authors to each chapter have been explicitly stated

The supervisor and student acknowledge that there will be no further contact with the examiners after submission of this form. Any contact with examiners by the supervisor or student after submission of this form constitutes a conflict of interest and the examination process **will be cancelled**.

Date	Student's Signature	Print Name
Date	Supervisor's Signature	Print Name
Date	Co-Supervisor's Signature	Print Name
Date	Unit* Head's or Delegate** Signature	Print Name

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*** Please attach a copy of approval granting signing authority if signed by delegate other than the Graduate Program Director*

Revised March 2018