

GENERIC INSTRUCTIONS FOR EXTERNAL EXAMINERS

The following generic instructions should be used when sending a copy of the dissertation to the external examiner.

As the external examiner, you are recognized as being an eminent person in the field of the dissertation, whose assessment will be treated as the standard by which the quality of the candidate's work will be measured. As a voting member of the committee, you do not have a formal power of veto, but the exam committee must have substantial reasons for not accepting your recommendation, especially if the recommendation is negative.

One week before the date set for the oral defense, please send a written assessment of the dissertation to Dean, Faculty of Graduate Studies. This written assessment may be sent by mail (Office of the Dean, Faculty of Graduate Studies, 230 York Lanes, York University, 4700 Keele St, North York, Ontario, M3J 1P3), by FAX (416-736- 5592) or by e-mail (gsthesis@yorku.ca).

The written assessment report should:

- outline the strengths and weaknesses of the dissertation
- be more than a statement of errata and/or questions you would pose to the student
- contain an explicit statement indicating whether the dissertation is examinable
- be written with the understanding that should the dissertation be nominated for a Dissertation Prize, the report will form part of the nomination papers
- This report will be distributed to the program director and members of the Examining Committee before the examination.
- Where the Committee deems it advisable and if you agree, the report may be made available to the student at the end of the examination.
- If you have serious doubts about the examinability of this dissertation, please contact the Graduate Program Director, or the Dean at 416-736-5329 at least one week before the date of the oral.