

Guidelines for Recommending the Appointment of Thesis Examiners

ADGS (Engineering) Office

General guidelines:

The supervisor shall nominate examiners for the thesis examination to the Associate Dean (Graduate Studies) (ADGS) following the guidelines provided by the School of Graduate Studies and the Faculty of Engineering and Applied Science. The supervisor shall confirm that the examiners are willing to serve, prior nominating them to the ADGS. The ADGS will review the nomination and recommend the examiners to the Dean of Graduate Studies. The ADGS may consult the department head on the suitability of the nominated examiner(s).

The School of Graduate Studies (SGS) guidelines to appoint examiners are available at https://www.mun.ca/sgs/ApptGuidelines_Thesis.pdf. The SGS guidelines reads in part:

“4. Examiners of master’s theses shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area, or possess equivalent experience. (Note: There is no requirement by SGS for an examiner on theses who is external to the University and any approved will be treated as an internal examiner with regard to these guidelines.)

“5. Examiners of doctoral theses shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area. (Note: SGS requires one of the three examiners of doctoral theses to be external to the University.)”

Eligibility requirements for examiners

A. Internal examiner

1. An internal examiner shall have relevant experience and expertise including acceptable academic qualifications. This is demonstrated through education, research or professional experience.
2. An internal examiner for a M.Eng. thesis shall have completed a graduate degree at the doctoral level in the discipline or cognate area, or a master’s degree in the discipline or cognate area with a minimum four years of relevant research and/or teaching experience.
3. An internal examiner for a PhD dissertation shall have completed a graduate degree at the doctoral level in the discipline or cognate area with a minimum two years of relevant research and/or teaching experience
4. At least one of the internal examiners shall have expertise in the thesis research area and hold an appointment at the rank of assistant professor or higher at Memorial University.
5. As per the SGS guidelines, an internal examiner must have no conflict of interest with the student. A member of the student’s supervisory committee, or a postdoctoral fellow or research associate (including research engineer, research manager, project manager) in the same group as the student, may not serve as an internal examiner.

6. A postdoctoral fellow with two years of research/industry experience in the relevant area with no conflict of interest (published with the graduate student or student's supervisor) with the student or supervisor may serve as an internal examiner.

B. External examiner

1. An external examiner shall have relevant experience and expertise including acceptable academic qualifications. This is demonstrated through education, research or professional experience.
2. An external examiner for an M.Eng. thesis shall have completed a graduate degree at the doctoral level in the discipline or cognate area, or a master's degree in the discipline or cognate area with a minimum four years of relevant research and/or teaching experience.
3. An external examiner for a PhD dissertation shall have completed a graduate degree at the doctoral level in the discipline or cognate area with a minimum seven years of relevant research and/or teaching experience.
4. An external examiner shall be an expert in the thesis's area and topic and hold an appointment as an associate professor or higher in a university, or a senior appointment in a research institution or the industry.
5. As per the SGS guidelines, the external examiner must have no conflict of interest with the student.
6. As per the SGS guidelines, an external examiner of doctoral theses must not have belonged to Memorial University or its affiliates for the last six years.
7. As per SGS guidelines, an examiner must not have collaborated or published with the graduate student or student's supervisor within the past six years.
8. As per the SGS guidelines, an examiner must not have a family link with or be currently employed by the graduate student or that student's supervisor.