

**Guidelines for Academic Units
to use in Recommending the Appointment of Thesis Examiners**

1. These guidelines should be read in conjunction with Memorial University's general regulations governing [Theses and Reports](#) and the University's [Conflict of Interest Policy](#).
2. Examiners are appointed by the Dean of Graduate Studies on the recommendation of the appropriate academic unit. It is the responsibility of academic units to provide evidence that each examiner is suitably qualified and that the recommendation complies with these guidelines and general regulations.
3. To ensure the academic integrity of the examination process, the names of examiners shall remain confidential until released by the School of Graduate Studies.
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 master's 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.)
6. An examiner shall not have been involved in the student's research or the preparation of the thesis/report.
7. An examiner must not be a former faculty supervisor or a former graduate student of the student's supervisor whose thesis is being considered.
8. An examiner must not have a family link with or be currently employed by the graduate student or that student's supervisor.
9. External examiners of doctoral theses must not have belonged to Memorial University or its affiliates for the last six years.
10. With the exception of 9 above, the employment status of the examiner is normally not a restriction.
11. An examiner must be comfortable with and willing to review the thesis/report.
12. The appointment of a thesis examiner may be suspended by the Dean of Graduate Studies, after consultation with the Head of the academic unit, if there is *prima facie* evidence that such action is warranted.

*(Endorsed by Academic Council of the School of Graduate Studies, September 21, 2015.
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