Date

Name/Address External Examiner

Dear **EXTERNAL EXAMINER**,

I would like to thank you for agreeing to serve as External Examiner for the Ph.D. thesis defense of **STUDENT** who is advised by **ADVISOR(S)** at the University of Guelph. The thesis title is: “**THESIS TITLE**”. The proposed defense date is **DATE**.

The function of the External Examiner is to read and evaluate the thesis and prepare a report according to the *Guidelines for the Report of External Examiner for the PhD thesis.* A copy of the thesis is attached. Please be sure to send your report to me *at least a week before the defense date* to ensure that the Faculty of Graduate Studies has sufficient time to prepare the associated paperwork before the defense date. Your report may be sent by e-mail to me at **EMAIL ADDRESS**. Copies of your report will be given to the student and the advisors upon receipt so that the student will be aware of your concerns and can be prepared to address them in detail at the defense. If you have major concerns about the acceptability of the thesis, I request that you discuss them directly with me as soon as possible so that a decision on the appropriate path to follow can be made.

The External Examiner is expected to attend the final oral defense of the thesis at the University of Guelph if possible or via videoconference. Following the student's seminar on the Ph.D. research, we open the questioning up to students and other guests attending the exam. We then turn to questions from the Examination Committee. As the External Examiner, you will be offered the opportunity to open that round of questioning, as well as the second, shorter round of questioning. I would ask that you direct most of your attention towards the larger scientific issues (experimental procedures, statistical analyses, interpretations, etc.) relating to the thesis, while minor technical issues can be handled through notations on your copy of the thesis. Because of your expertise and your independence from the student's graduate program, your evaluation of the thesis and participation in the defense will be of considerable importance in the Committee’s deliberations.

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The University of Guelph provides an honorarium of CDN $200 for your efforts in reviewing the thesis, and coverage of other expenses will be covered by **ADVISOR**. Please save any receipts you may accumulate and pass them to me along with your statement of expenses and the completed Statement of Taxable Status form, so that we can process your honorarium and reimbursement claim.

I would like to thank you for accepting our invitation to share in our Graduate Studies program at the University of Guelph. As an authority in the candidate’s field of study, your assistance is greatly appreciated by the candidate, the School, and the University.

Sincerely,

**CHAIR’S NAME, EMAIL AND TELEPHONE #**

encl.: Statement of Taxable Status Form

External Report Guidelines

Graduate Calendar Thesis Degree Regulations

cc: **grad coordinator (grdchair@uoguelph.ca),** **ADVISOR(S)**

Other Documents that may be of use:

Graduate Calendar Thesis Degree Regulations

<https://www.uoguelph.ca/registrar/calendars/graduate/current/degreg/degreg-phd-thesis.shtml>

SES graduate policies and guidelines

<https://www.uoguelph.ca/ses/sites/uoguelph.ca.ses/files/public/documents/SES%20Graduate%20Policies%20and%20Guidelines%2001-13-2014_0.pdf>