Toronto Metropolitan University Graduate Studies

Dissertation Examining Committee Nomination

The student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of an Examining Committee. The Examining Committee will normally be composed of:

- the supervisor(s) and second supervisor/co-supervisor (where one exists)
- two faculty members from the student's program who are members of the Yeates School of Graduate Studies (YSGS)
- one faculty member from outside of the program who is a member of the YSGS
- one member external to the University who meets the requirements outlined on the External Examiner Nomination Form.

- A non-voting chair of the committee
  - The Chair must be a full member of YSGS
  - The Chair cannot be from the Program of the defending student. The Chair must be a full member from another Program and there is no requirement for subject specialty or expertise for the Chair. (e.g. the student is registered in and defending their dissertation in Mechanical Engineering, the Chair cannot be from Mechanical and Industrial Engineering but can be from any other Program including any other Engineering Program.)
- If appropriate, an additional member approved by the Vice Provost and Dean, YSGS who is:
  - an expert professional in the field of the dissertation, or
  - a Toronto Metropolitan University faculty member who is not a member of YSGS

The Program Director shall forward their recommendation regarding the composition of the Dissertation Examining Committee to the Vice-Provost and Dean of YSGS for approval and appointment.

When the committee is appointed and approved, the Supervisor will set the examination date to meet the availability of the examiners and Chair.

The Supervisor will complete the attached form, obtain the agreements to serve, and forward to the Program Director at least seven weeks before the planned examination date.

Toronto Metropolitan University | Graduate Studies

Dissertation Examining Committee Nomination

Section A: Student Information	
Last Name, First Name:	**Student ID:**
Program and area of research:	**Supervisor:**

Section B: Recommended Examining Committee			
Examining Committee	**Name**	**Department/Location**	**Has agreed to serve**
Chair			
Supervisor/ Second Supervisor (where appropriate)			
Member (YSGS Program)			
Member (YSGS Program)			
Member (YSGS not-Program)			
External Examiner **			
Optional member ***			

☐ ** Copy of approved External Examiner Nomination Form attached

☐ *** Attach a brief description of expertise and reason for appointment

Signature of Graduate Program Director:	**Date:**

Section C: Approval	
☐ Approved and appointed ☐ Not approved	
Signature of the Vice-Provost and Dean, YSGS	**Date:**

Copies: ☐ **Program** ☐ **Supervisor** ☐ **Vice-Provost and Dean's Office**