



**Final Oral Examination  
 EXTERNAL APPRAISER REQUEST FORM**

This form should be completed prior to Form D3 and submitted to the Graduate Program Administrator ([clinicalpsych.utsc@utoronto.ca](mailto:clinicalpsych.utsc@utoronto.ca)), to be approved by the Graduate Chair/DCT.

<b>Student Name:</b>	
<b>Student Number:</b>	
<b>Supervisor’s Name:</b>	
<b>Co-Supervisor’s Name (if applicable):</b>	
<b>Thesis Title:</b>	
<b>External Appraiser Name:</b>	
<b>External Appraiser Email:</b>	

**Examination Committee and Proposing External Appraisers**

Details regarding the requirements and composition of the examination committee can be found on the SGS website’s [Guidelines for the Doctoral FOE](#) document.

Please confirm by checking the boxes below that you (the candidate) together with your (co)supervisor(s) have adhered to the following criteria when selecting the external appraiser:

- The external appraiser is external to the University, as well as to its affiliated teaching hospitals and their research institutes.
- The external appraiser is a recognized expert on the subject of the thesis.
- The external appraiser is an Associate or Full Professor at their home institution. If the individual comes from outside the academic sector, must possess the qualifications to be appointed to an academic position at the Associate or Full Professor level.
- The external appraiser has successfully supervised doctoral candidates through to defense.
- The external appraiser is at arm’s length from both the candidate and the (co-)supervisor(s). Normally, this will exclude anyone who: has served as Master’s or PhD supervisor/supervisee of the candidate or the supervisor(s); or has, in the past six years, been a departmental colleague of the candidate or the supervisor, or has collaborated on a research project, scholarly work or publication, with either of them.



- The external appraiser is willing to serve as a member of the examination committee and is available to participate either in person or remotely on the scheduled date and time of the oral examination.
- You have appended the email confirmation from the external appraiser acknowledging that they meet all of the criteria above and have agreed to serve as external appraiser. ***See template email on Page 3 that may be used by the supervisor(s) to send to external appraiser. Students should not contact potential external appraisers.***
- You have submitted an updated CV for the proposed external appraiser along with this form.

<b>Signature of Student:</b>	<b>Date:</b>
<b>Signature of Supervisor:</b>	<b>Date:</b>
<b>Signature of Co-Supervisor (If applicable):</b>	<b>Date:</b>

<b>Graduate Program Approval Section:</b>	
<b>Approved:</b> <b>Denied:</b> <i>Explanation if denied:</i>	
<b>Signature of Graduate Chair/DCT:</b>	<b>Date:</b>



### Email Template to External Appraiser

Dear: <**Name of External Appraiser**>,

I am writing to invite you to serve as the External Appraiser for the Final Oral Examination of <**Student Name**>. The title of the thesis is: <**insert thesis title and any further information that will be helpful to the external appraiser**>.

External appraisers must meet the following criteria below:

- The external appraiser is external to the University of Toronto as well as to its affiliated teaching hospitals and their research institutes.
- The external appraiser is a recognized expert on the subject of the thesis, and an Associate or Full Professor at their home institution, and experienced as a successful supervisor of doctoral candidates through to defense. If the individual comes from outside the academic sector, must possess the qualifications to be appointed to an academic position at the Associate or Full Professor level.
- The external appraiser is at arm's length from both the candidate and the (co-)supervisor(s). Normally, this will exclude anyone who: has served as Master's or PhD supervisor/supervisee of the candidate or the supervisor(s); or has, in the past six years, been a departmental colleague of the candidate or the supervisor, or has collaborated on a research project, scholarly work or publication, with either of them.
- The external appraiser is willing to serve as a member of the examination committee and is available to participate either in person or remotely on <**insert the scheduled date and time of the oral examination**>.

Please confirm via reply email that you meet all of the criteria listed above and agree to serve as External Appraiser along with an updated copy of your CV.

Thank you for your consideration.