As of July 1st, 2016 the procedure on submitting external approval forms and receiving reader's reports has changed.

The procedure in its entirety is broken down below.

Approval of External Examiner
The thesis or dissertation supervisor e-mails the Dean of the Faculty of Graduate Studies asking him or her to approve the External Examiner. The supervisor is asked to include the external examiner's CV.

Selecting a Defense Date
The student, supervisor, and committee members choose a mutually agreed upon date/time of the defence. Please note that all individuals must be in attendance and by signing the "Information Required When Sending Thesis Out for External Examination" form, all parties are agreeing to this date. **The External examiner requires at least 4 weeks (Master's thesis) or 6 weeks (PhD dissertation) to review the document, including filling out their reader's report.** The External's report is to be submitted 7 days prior to the defence to allow adequate time for the defence to be advertised. Please consider this timeline when scheduling the defense date**.**

Reader Reports and Information Required when Sending Masters (or PhD) Thesis Out for External Examination. The thesis supervisor emails the blank Reader's reports to each of the thesis committee members and asks them to fill them out ASAP, then return them to the supervisor. The supervisor also ensures that the student and all committee members have signed the Information Required When Sending Masters (or PhD) Thesis Out for External Examination form after which time it is signed by the program's graduate coordinator.

Masters form:
https://intranet.laurentian.ca/upload/0/1628/INFORMATION%20REQUIRED%20WHEN%20SENDING%20MASTERS%20THESIS%20OUT.pdf

PhD form:
https://intranet.laurentian.ca/upload/0/1628/Doctoral%20defence%20infosheet.pdf

The thesis cannot go out for external review until the Information Required When Sending Masters (or PhD) Thesis Out for External Examination form and all reader reports are received. If "Yes" has been checked on this form in response to "Does this topic involve the use of Human subjects, Animals, Biohazards or Radioactive Materials" please include the approval letter from the relevant committee approving the topic.

Submission to Graduate Studies
Once all paperwork is received, **the supervisor is asked to email their report and the completed committee Reader's Reports to Ken Bregman** (kbregman@laurentian.ca) with the External approval form (signed by all committee members and the program's Graduate Coordinator) and a PDF of the thesis. The Information Required When Sending Masters Thesis Out for External Examination form must have the confirmed date and time of the defence.
The supervisor should decide if the pre defence will be 15 or 30 minutes before the defence and if the pre-defence will be in the same room as the defence or another location.
The thesis supervisor is responsible for booking the room(s) or arranges for the booking through their department's Administrative Assistant.
The supervisor is also responsible for booking all room prep arrangements (e.g., Skype/teleconference for the external examiner, projector, laptop hookup, microphone/sound if required, water/glasses).

Once all this preparatory work is complete, Ken Bregman creates the student's thesis defence folder, prepares the defence documents, and sends the reader report and thesis document to the external examiner.

Ken also sends the information for the defence poster to the department or program's Administrative Assistant so he/she can make the poster. **The thesis cannot be advertised until the external reader report is received**. Ken will let the department's Administrative Assistant know once the external's report is received and that will alert him/her to circulate the poster. All thesis defense posters are advertised by the Administrative Assistant in the student's department, and displayed outside the Graduate Studies office, and posted on LUNet by Ken Bregman.