

Department of Biomedical Engineering, Faculty of Medicine Ph.D. Thesis Submission

Initial e-Thesis Submission:

Information on initial thesis submission can be found here: [Initial e-Thesis Process](#).

Internal and External Examiners:

Role of the PhD Thesis Internal Examiner

Each PhD thesis is examined by two examiners: one 'internal' and one 'external'.

The Internal Examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the External Examiner. The Internal Examiner also serves to ensure that McGill norms are observed with respect to quality of the thesis.

It is the responsibility of the student's Supervisor to select the Internal Examiner, obtain the GPD's approval, and then contact the Internal Examiner to confirm his/her willingness to examine the student's Thesis.

Normally, the Internal Examiner is a McGill faculty member (but not the Supervisor) affiliated with the Unit in which the thesis originates, but he/she may also be nominated from other Units at McGill. The Doctoral Internal Examiner need not satisfy the arm's length conditions required of the External Examiner (but must not be in conflict of interest according to McGill's "[policy on conflicts of interest in academic supervision and evaluation](#)"). As such, a member of the student's supervisory committee may be named as the Internal Examiner. However, since the supervisor has already, in effect, "examined" the thesis by guiding the thesis research and approving that the final document has met the requirement for the degree, the supervisor is not permitted to be the internal examiner.

The Internal Examiner must attend the final oral thesis defense.

Policy for Contacting External Examiner

It is the responsibility of the student's Supervisor to select the External Examiner, obtain the GPD's approval, and then contact the External Examiner to:

1. Confirm their willingness to examine the student's Thesis;
2. Complete the "Conflict of Interest Checklist: External Examiner" section of the [Nomination of Examiners and Thesis Submission Form](#), in consultation with said Examiner.

At least 5 working days prior to thesis submission, the student must submit the form to the Graduate Program Coordinator who will obtain the Graduate Program Director's (GPD) signature. The form should be submitted electronically (fillable pdf or scanned copy) to: info.bme@mcgill.ca. Once the form has been signed by the GPD, it will be returned to the student.

Information for Thesis Supervisors:

Goal of the thesis submission form

The goal of the thesis submission form is twofold:

- First to certify that you, as the student's supervisor, approve the contents of the student's thesis, and
- Second, to identify internal and external examiners for the thesis.

You should only sign this form if you feel the thesis is ready to submit, you approve of its contents, and believe that it should be passed by the internal and external examiners. Your signature on the form will be taken to mean that it is your judgment that the thesis should be passed.

Note that the student can still choose to submit the thesis without the supervisor's signature. In exceptional circumstances, a student may elect to submit a thesis without the supervisor's signature. In such a case—which is strongly discouraged—Graduate and Postdoctoral Studies should be consulted in advance of the submission and a letter of explanation from the student must accompany the form.