Memorandum

To: <name,> Graduate Program Advisor

College of Graduate and Postdoctoral Studies

From: Graduate Chair, <academic unit>

Date: 11 September 2017

Re: <"Degree"> Oral Examination for <student name>, <student number>, Thesis: <thesis title>

Each member of <student name> <"Degree"> Advisory Committee has reviewed the candidate’s <"Degree"> thesis and approved it for release for examination.

The <academic unit>recommends that the thesis examination proceeds with the advisory committee and external examiner as indicated:

Chairman: Name:

<academic unit>

\*External Examiner: Name:

<academic unit>

Internal Examiners: Name:

<academic unit>

Name:

<academic unit>

Name:

<academic unit>

Supervisor: Name:

<academic unit>

The examination is being arranged for <day>, <date>, <time>, <room>, <building (If unknown, please indicate TBD) \*Note, that 3 weeks’ notice is required for informing the College of Graduate and Postdoctoral Studies of the examination.

\*The External Examiner nomination is subject to Policy 13.2.2. If the External Examiner is not a member of CGPS,  
 a copy of the proposed External Examiner’s up to date CV shall accompany this memo.

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Signature of Graduate Chair