

[Date]

[Nom et adresse de l'examineur]

Cher/chère [nom],

Nous sommes heureux de vous inviter à la soutenance de [nom de l'étudiant.e] prévue le [date] à [heure]
– [salle et adresse]

Vous trouverez en fichiers joints :

- **La thèse** (lien actif vers le document)
Les documents seront disponibles pour une période maximale de 30 jours (il est recommandé de les enregistrer sur votre poste informatique).
- **Le formulaire "Notice of Examining Committee & Examination Date :Doctoral Final Oral Exam"** (attachement au courriel).

Ce formulaire devra être rempli et signé manuellement le jour de la soutenance. La version finale de ce document vous serez communiquée par le président du jury
- **Les directives de la faculté des études supérieures et postdoctorales** (attachement au courriel- contenu ds la page #2 ici bas)

En vous remerciant de votre collaboration, nous vous prions de recevoir nos salutations les meilleures.

Faculté Saint-Jean

EXTERNAL EXAMINER GUIDELINES

A doctoral thesis must embody the results of original investigations and analyses and be of such quality as to merit publication, meeting the standards of reputable scholarly publication; furthermore, it must constitute a substantial contribution to the knowledge of the candidate's field of study.

We ask that you temporarily place the thesis in one of the following three categories:

- The thesis is acceptable with minor or no revisions.
- Judgment is reserved until after the examination.
- The thesis is unacceptable without major revisions.

If the thesis is judged to fall into this last category, please contact the Associate Dean, FSJ **immediately** by email at [\[A.dean address\]](#), as the final examination may have to be postponed.

We also ask that you prepare and send to the Graduate Coordinator of the [NAME OF DEPARTMENT (GRAD COORDINATOR'S FULL NAME; GRAD COORDINATOR'S EMAIL)] at least one week before the examination a brief written commentary on the structure, methodology, quality, significance and findings of the thesis for the benefit of both the candidate and supervisor. If you consider the thesis to be of a calibre worthy of consideration for an award, please comment on this in your written evaluation. The commentary will not be given to the student prior to the examination.

In all cases, do not communicate directly with the student or supervisor about the thesis content prior to the examination.