



Surname: _____ Given Name(s): _____

Department/School: Choose an item. Email: _____ ID #: _____

Thesis Title: _____

Should the display of the thesis be restricted: Yes No

*Before obtaining signatures, you must have your Coordinator review your list of readers. Confirmation is required from each committee member to acknowledge consent to act as your reader and acknowledge receipt of your thesis. Email confirmations from committee members will be accepted when attached to this document. We require proof that **ALL members have received the thesis** before the 15 business day display period can begin. Departmental/School approval of committee is required.*

Readers must complete reading within 3 weeks of receipt of thesis.

Reader Name	Supervisor	Adjunct	Department/School	Signature	Date
_____	<input type="checkbox"/>	<input type="checkbox"/>	<u>Choose an item.</u>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<u>Choose an item.</u>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<u>Choose an item.</u>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<u>Choose an item.</u>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<u>Choose an item.</u>	_____	_____

External Reader (if applicable):

 Name Affiliation Email address

Department/School review and signature required:

If a committee member has adjunct status please provide the dates of the appointment and primary affiliation:

Dates of appointment *Primary Affiliation*

If the above stated committee varies from the parameters outlined in the Graduate Studies calendar (see reverse of this page), the Graduate Officer must provide rationale for the alternative committee makeup below.

This committee has been reviewed and approved by the Department/School.

 Department/School Signature Date



Master's Thesis Committee Guidelines

In the case of a Master's program involving a thesis, one copy of the thesis is required for each member of the Reading Committee. The Committee shall be comprised of:

- At least one tenured or tenure track faculty member of the student's home department who will normally be the student's supervisor(s)
- An additional tenured or tenure track faculty member from the University of Waterloo
- At least one additional examiner whose expertise can support the evaluation of the Master's thesis
- No more than one adjunct faculty member (including Professors Emeriti) may serve on the Examining Committee.

If your department or school requires an external examiner for your thesis the following guidelines apply:

- The external examiner must not currently be associated with the University of Waterloo (such as a lecturer)
- The external examiner must be knowledgeable in the field of the candidates research
- The external examiner must be arms length from the candidates supervisor