



Surname: _____ Given Name(s): _____

Department: _____ Email: _____ ID #: _____

Thesis Title: _____

Exam Date: _____ Time: _____ Location: _____

Format: _____

Examining Committee Membership:

Supervisor(s) plus three University of Waterloo faculty of which one must be external to the candidate's department, plus an external examiner. The members must be from the original PhD comprehensive exam committee.

For hybrid defences the supervisor(s), student, and PhD Defence Chair are to attend the oral defence in person. The Engineering Graduate Studies Office must be notified of any request for absence. Remote participation is limited to one member of the examining board and only with approval from the Associate Dean of Engineering Graduate Studies.

Please submit a PhD Committee Replacement Form for replacement of an original committee member.

Full Name	Member Type	Adjunct	Department	Remote participation
_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	<input type="checkbox"/>	_____	_____

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

Dates of Appointment	Primary Affiliation
_____	_____
_____	_____
_____	_____

Proposed External Examiner

Last Name: _____ First name: _____

Position: _____ Email: _____

Institution: _____ Department: _____

Street Address: _____

Province/State/Territory: _____ Postal/Zip Code: _____ Country: _____

Remote Participation: Yes No



Note: A complete Curriculum Vitae for the proposed external is required in addition to the details to be provided below

External examiner summary of qualifications

1. Examiner is an expert and knowledgeable in the field of thesis, as shown through publications
Identify 3-5 publications in past 6 years that are directly relevant to thesis topic
☐ Publications highlighted in attached CV
☐ Publications listed in attachment
2. Examiner has knowledge of the supervision and examination of theses beyond experience with own thesis
_____ Number of PhD students supervised to completion
_____ Number of current PhD students
3. Examiner is at arm's length from the supervisor(s) and student (see criteria below)
☐ Yes
☐ No (please explain)

To ensure fairness and impartiality, the external examiner must not be in a potential conflict of interest with regards to the outcome of the thesis examination. There is a conflict of interest when:

- A proposed external examiner is, or was in the last six years, from the same university, organization or department, or belongs or belonged, in the last six years, to the same research unit as the supervisor(s) or candidate
- There is an administrative or family link between the proposed external examiner and the supervisor(s) or candidate
- A proposed external examiner is an industrial or government representative or professional who is or was in the last six years directly involved in collaborative activities with the supervisor(s) or candidate
- A proposed external examiner is a former research supervisor or graduate student of the supervisor(s) or candidate
- A proposed external examiner has collaborated or published with the supervisor(s) or candidate within the past six years
- A proposed external examiner is a planned future research supervisor or employer of the candidate or plans to collaborate or publish with the candidate in the foreseeable future
- The proposed external examiner is uncomfortable with reviewing the proposal due to previous conflicts or any other reason (e.g., past student or supervisor, even if more than six years ago, or personal conflict)
- The Faculty Associate Dean, Graduate Studies, has reason to believe that a specific proposed external examiner should not be involved in the review.

In cases where the candidate's thesis research has involved collaborations with other local members of the examining committee beyond the supervisor(s) within the past six years, the external examiner must be free of potential conflict of interest under the guidelines above with those members as well.

_____ Candidate's Supervisor (1)	_____ Date	_____ Candidate's Supervisor (2)	_____ Date
_____ Associate Chair, Graduate Studies	_____ Date	_____ Associate Dean, Graduate Studies	_____ Date