



Surname: _____ Given Name(s): _____

Department: _____ Email: _____ ID #: _____

Thesis Title: _____

Exam Date: _____ Time: _____ Location: _____

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.

Methods for Defence: Remote, In-Person, and Hybrid

Remote: All members, including the student, supervisor(s) and chair attend the defence remotely.

In-Person: All members attend the defence in person.

Hybrid: One committee member attends remotely while the others attend in-person. If more than one committee member will be remote approval must be granted by the Associate Dean, Graduate Studies. Members that cannot attend remotely in hybrid defences include: the student, supervisor(s), and the chair.

Please submit a Replacement Form for a 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 primary affiliation:

_____ *Dates of appointment* _____ *Primary Affiliation*

Proposed External Examiner

Surname: _____ Given Name(s): _____

Position: _____ E-mail: _____

Institution: _____ Department: _____

Telephone: _____ Remote: _____

Mailing Address: _____

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 |