



Surname: _____ Given Name(s): _____
Department: _____ Email: _____ ID #: _____
Proposal Title: _____

Format:

The faculty provides the option for students to complete their comprehensive examination in person, in a fully remote, or hybrid format. The decision on the format of the comprehensive examination will be upon agreement between the supervisor(s) and student. For hybrid exams you are only allowed to have one remote participant. The Chair, student, and supervisor(s) must all be present in person for any hybrid comprehensive examination arrangement. If any one of these individuals are not able to be physically present, the comprehensive examination should be held in a remote format with everyone participating remotely.

Full Name	Member Type	Adjunct	Department
_____	_____	☐	_____
_____	_____	☐	_____
_____	_____	☐	_____
_____	_____	☐	_____
_____	_____	☐	_____

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

_____	_____
<i>Dates of appointment</i>	<i>Primary Affiliation</i>

Committee membership has been approved by supervisor(s)

_____ Supervisor Signature	_____ Date
_____ Supervisor Signature	_____ Date

Committee membership has been approved by Associate Chair of Graduate Studies

_____ Associate Chair of Graduate Studies Signature	_____ Date
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The Comprehensive Examination is scheduled for:

Day of week

Month

Day

Year

Time

Location

The Chair for the Examining Committee is:

Name of Chair

Department

Comprehensive Exam Guidelines

Students should work with their supervisor to establish a PhD Examining Committee and determine a title for the thesis proposal.

A research proposal will consist of a double-spaced report of no more than fifty (50) pages including tables, diagrams, and references. The proposal will identify:

- The research problem
- Review the relevant literature
- Describe the tasks planned to solve the problem, and
- Propose a timetable for the completion of the project and defence of the PhD thesis.

The comprehensive examination committee must include at least four examiners (five in the case of co-supervision):

- The student's supervisor or co-supervisors
- Two tenured or tenure-track faculty members from the student's home department (the internals)
- One tenured or tenure-track faculty member from outside of the student's home department but still a member of the University of Waterloo (the internal/external)
- Of the three additional committee members beyond the student's supervisor(s), at least two must hold regular faculty appointments at the University of Waterloo

Once the details of the PhD Comprehensive Exam are set, a copy of this form should be submitted to the home department Graduate Coordinator at least four weeks ahead of the proposed date of the exam. A copy of the proposal needs to be submitted to each committee member at least two weeks prior to date of comprehensive exam.

The composition of the comprehensive examining committee will be approved by the Associate Dean, Graduate Studies.

The comprehensive exam shall be chaired by a tenured or tenure-track faculty member at the University of Waterloo with Sole Supervisory Privilege Status (SSPS-2) status.