



Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_ ID #: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

**Examining Committee Membership:**

Supervisor(s) plus three University of Waterloo faculty members of which at least one must be external to candidate's department and at least one internal from the candidate's department. **All members of the examining committee must be physically present at the comprehensive examination.** Comprehensive examinations are typically 3 hours in length.

Full Name	Member Type	Adjunct	Department
_____	_____	<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*

**Committee membership has been approved by Associate Chair of Graduate Studies**

\_\_\_\_\_ *Associate Chair of Graduate Studies*                      \_\_\_\_\_ *Date*

**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 Department and the Engineering Graduate Office do not need a copy of the proposal.

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 Approved Doctoral Dissertation Supervision (ADDs) status.