

**UNIVERSITY OF WATERLOO
FACULTY OF APPLIED HEALTH SCIENCES**

APPROVED PhD THESIS EXAMINATION COMMITTEE

TO: Dean of Graduate Studies
FROM: Associate Dean's Office, Graduate Studies, Applied Health Sciences

| | | |
|-----------------------------------|-------------------|---|
| Name of Candidate: | ID #: | Department: |
| Thesis Title: | | |
| EXAMINING COMMITTEE: | Department | Signature Upon Receipt of Examination Copy |
| <i>(Supervisor/Co-supervisor)</i> | | |
| <i>(Internal/external)</i> | | |
| <i>(Member)</i> | | |
| <i>(Member)</i> | | |

EXTERNAL EXAMINER:

Name _____

Department and Institution _____

- Agreed to Serve
 Will Attend the Oral
 Unable to Attend the Oral

Date of Thesis Submission to Applied Health Sciences Graduate Coordinator: _____

Proposed Date and Place of Oral Examination: _____
(Day, Date, Time, Place)

Approved: _____ Graduate Officer Date: _____

_____ Associate Dean Date: _____

Chair of the Oral Examination (assigned by the Dean of Graduate Studies)

Chair: _____ Department: _____

Attachment: Absentee Member Policy

Distribution: Associate Dean, Supervisor, Graduate Officer, Committee Members, Student file, Student

Approved Thesis Examination Board
AHS PhD: Form 6

University Policy on Absent PhD Thesis Board Members (current policy)

Please note this is the University Policy on absent board members:

If the External Examiner is not in attendance, the external examiner's questions to the candidate shall be presented by a delegate who cannot be another member of the Board. The Chair must have a copy of the External Examiner's report on the thesis at least one week before the defence. The written vote of the External Examiner cannot be altered by the delegate.

Any member of the Examining Board who cannot attend the defence must submit a written report (questions) on the thesis to the Associate Dean (Graduate Studies) of the Faculty at least one week before the defence. The supervisor in consultation with the Associate Dean (Graduate Studies) will appoint a delegate, who cannot be an existing member of the Examining Board, to carry the absent member's report to the examination. No more than two members may be absent from the defence. The Supervisor must attend the defence. If any Board member is absent and has not been replaced by a delegate, the Examination may proceed only with the approval of the Dean of Graduate Studies or his or her delegate.