Appointment of Comprehensive Examination Committee

Student’s Name: ___________________________ Student ID: ___________________________

Department: ___________________________

Comprehensive Details:
Date: ___________________ Time: __________ Location: ___________________________

Examing Committee: The University requires that the committee includes at least three examiners who:
• hold a PhD or equivalent degree (as determined by the Associate Vice President, Graduate Studies and Postdoctoral Affairs),
• two of whom are not the student’s supervisor(s),
• at least one of whom is a tenured or tenure-track member of the student’s Department or School, and
• at least two of whom hold regular faculty appointments at the University of Waterloo.

Additional committee members may be required at the discretion of the Faculty, Department or Program. When examining committee members are external to the University of Waterloo, their purpose in the exam process shall be clearly communicated to the student. Normally, the examining committee will not exceed five examiners.

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, normally from the student’s home Department / School, who is not the student’s supervisor or co-supervisor. The Chair’s role is at a minimum to ensure that this portion of the exam is conducted consistent with appropriate guidelines. The Chair is non-voting.

Edit table accordingly.

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Chair of the Exam: ___________________________

Approvals:

Department Graduate Officer: ___________________________ Date ___________________________

Name: ___________________________ Date ___________________________

Associate Dean, Graduate Studies: ___________________________ Date ___________________________

Name: ___________________________ Date ___________________________