

CHECKLIST FOR BUSINESS DOCTORAL EXAMINATION COMMITTEES

The Faculty of Graduate Studies and Research (FGSR) has passed changes to the [policies governing Graduate exams](#) effective September 2023.

Examining committees are now defined by the roles of each examiner, rather than by size.

Roles:

- The supervisor and supervisory committee members are **ex-officio** examiners.
- A **University Examiner** (formerly the internal arm's length examiner) is a member of the U of A community who comes fresh to the research and the examination. They are not on the supervisory committee (nor have been in the past) and have no real or apparent conflict of interest with the student or any of the examiners.
- A **Specialized Knowledge Examiner** is a new category that allows the inclusion of experts who do not have full-time appointments at universities that confer graduate degrees. They must have no real or apparent conflict of interest with the student or any of the examiners.
- An **External Examiner** is required for final doctoral exams, and must have no real or apparent conflict of interest with the student or any of the examiners. They must have supervised at least one PhD student to completion and participated in doctoral exams. They cannot be a graduate of our PhD program nor have any previous supervisor relationship with the student's supervisor(s).
- The **Chair** is a non-voting member who has experience supervising graduate students, and should not have real or apparent conflict of interest with the student or any of the examiners.

The **Candidacy Examination Committee** consists of:

- Ex-officio examiners (the supervisor and supervisory committee members);
- One University Examiner OR Specialized Knowledge examiner; and
- A Chair.
- When deemed necessary by the supervisor, one additional University Examiner or Specialized Knowledge Examiner may be appointed to the examining committee.

The **Doctoral Final Examination Committee** consists of:

- Ex-officio examiners (the supervisor and supervisory committee members);
- One University Examiner OR Specialized Knowledge examiner;
- One External Examiner; and
- A Chair.

For all exams:

- Any member of the examination committee, the chair and the student may participate remotely.
- In case of a conflict of interest, there is a procedure for disclosing the conflict to the student and obtaining consent.
- At least half of the examiners must have a PhD.
- At least half of the examiners must be tenured, tenure-track, or retired U of A faculty members, academic teaching staff members or Faculty Service Officers.