CHECKLIST FOR BUSINESS DOCTORAL EXAMINATION COMMITTEES

This checklist includes the most common requirements of Section 8.2: The Structure of Examining Committees from the Graduate Program Manual. The rules are almost identical for candidacy and final examination committees except for the presence of one arm’s length examiner from outside the University.

_____ Each doctoral examination committee must have at least five members who must attend the exam in person or via telecommunications.

   _____ At least half must be current or retired University of Alberta faculty or Faculty Service Officers (FSOs).

   _____ At least half must have a doctorate.

_____ The supervisor(s) and other members of the supervisory committee must be on the committee (at least three people).

_____ Two arm’s length examiners must be on the committee. “Arm’s length” has replaced the “internal/external” criteria. Here is the description direct from Section 204.2.3. “Arm’s Length Examiner” of the University Calendar.

   An arm’s length examiner must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in a significant way. The examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the student or supervisor(s). Except in special circumstances (fully justified in writing to the Vice-Dean, FGSR), an arm’s length examiner should not be a close collaborator of the supervisor(s) within the last six years. Arm’s length examiners who have served on a student’s candidacy examination committee do not lose their arm’s length status as a result, and are eligible to serve as arm’s length examiners on the student’s doctoral final examination if the other conditions of being arm’s length remain unchanged.

_____ For final exams, one arm’s length examiner or reader must be from outside the University. The external should normally be invited two months in advance (Section 8.3.4.2 of Graduate Program Manual).

_____ There must be a chair from the Alberta School of Business who is not a supervisor. FGSR prefers that the chair is not an examiner.

Details are at http://www.gradstudies.ualberta.ca/gpm/Section8/Section8-2.aspx

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