

## 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.

\_\_\_\_ Every examining committee must have a chair who is not the supervisor and is a faculty member with experience supervising graduate students. The committee chair is not an examiner for doctoral examinations. The chair should not have real or apparent conflict of interest (see below) with the student or any of the examiners.

\_\_\_\_ 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. Here is the description of arm's length examiners direct from the University Calendar.

An arm's length examiner is knowledgeable in the field and comes fresh to the examination. They 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).

The arm's length examiners should not be a former supervisor or student of the supervisor(s).

Except in special circumstances (fully justified in writing to the Dean of the department's Faculty), an arm's length examiner should not be an active collaborator of the supervisor(s) (see Conflict of Interest Guidelines, below).

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 of the examination.

### **Conflict of Interest Guidelines for Supervisory and Examination Committees**

The key relationships are: the supervisor to the student; the supervisor to the other committee members; and the student to the committee members. There must be no conflict of interest in these relationships, as defined by the [University of Alberta Policy](#). Any personal or professional relationships that alter or affect this academic relationship may constitute a conflict of interest.

It is best practice to request examiners and the chair declare any potential conflicts of interest prior to approval of the examination committee. Where potential conflicts of interest emerge, the matter may be referred to an Associate Dean at FGSR for advice on how to best manage unavoidable conflicts of interest.

Details are in the Calendar under [Faculty of Graduate Studies and Research, Supervision and Examinations, The Role and Structure of Examining Committees](#)

Revision Date: 2018 March 15