



Remote Defence Checklist: Master's Thesis Defence

Step 1: Scheduling the defence

<input type="checkbox"/>	The supervisor submits the following to CoGS at least 4 weeks before the proposed defence date. <ul style="list-style-type: none"> • Notice of Master's Thesis Oral Examination form • the electronic examinable thesis • the Master's Thesis Defence Announcement form
<input type="checkbox"/>	Following approval of the Master's Thesis Oral Examination form, CoGS schedules the defence and posts the Master's Thesis Defence Announcement.
<input type="checkbox"/>	The supervisor distributes the examinable thesis to the committee at least 4 weeks before the proposed examination date.

Step 2: Setting up the remote defence

<input type="checkbox"/>	Supervisor requests access to Zoom from IT Services .
<input type="checkbox"/>	Supervisor to set up the zoom meeting 72 hours in advance of the defence and send the meeting link to all committee members and the defending student.
<input type="checkbox"/>	Committee members and defending student pilot Zoom to ensure they are comfortable with Zoom and are aware of its features within 48 hours of receiving the invite.
<input type="checkbox"/>	The committee discusses and makes decisions on the following (note, this can be done in advance of the defence): <ul style="list-style-type: none"> • The order in which Examiners are to question the candidate • The number of rounds of questioning desired (usually two) • The time limit for each of the Examiners' questioning periods (typically 15-20 minutes in the first round and 5-10 minutes in the second round)
<input type="checkbox"/>	The supervisor emails gradtheses.ok@ubc.ca 24 hours in advance of the defence to notify CoGS that all committee members have tested and are able to access the meeting.
<input type="checkbox"/>	Supervisor to ensure the student is made aware of services for emotional unloading after the defence. The Psychology Clinic is available for pre- and post-defence conversation. They can be contacted at the clinic by e-mail – jpc.ok@ubc.ca or phone – 250-807-8241 (press 1 for reception).



Step 3: Remote defence begins

<input type="checkbox"/>	The Chair, defending student, and all committee members join the remote defence. If an audience is permitted, the Chair admits pre-approved audience members from the waiting room.
<input type="checkbox"/>	The Chair introduces all committee members and the candidate.
<input type="checkbox"/>	The Chair asks all attendees to mute their mics when not speaking.
<input type="checkbox"/>	The Chair explains the sequence of events
<input type="checkbox"/>	The Chair enables screen sharing for the candidate.
<input type="checkbox"/>	The defending student presents as per standard practice.
<input type="checkbox"/>	The defence questioning ensues as per standard practice.
<input type="checkbox"/>	When the questioning has finished, the Chair asks the audience to leave and moves the student to the waiting room so that the committee can deliberate.
<input type="checkbox"/>	As with in-person examinations, this process starts with a straw vote on both the oral and dissertation/thesis outcomes. It is easiest to use the poll function in Zoom to determine examining committee votes on the oral and written components.
<input type="checkbox"/>	The Chair announces the results of the vote without indicating who voted how.
<input type="checkbox"/>	Following voting the committee must come to a consensus vote on the written thesis and oral defence. All standard practices apply to deciding upon the written thesis and oral defence, as outlined in standard in-person defences.
<input type="checkbox"/>	When the Chair and Examiners have completed their deliberations and arrived at consensus, the Chair readmits the candidate from the waiting room.
<input type="checkbox"/>	The Chair notifies the defending students of the result. All standard practices apply for discussing what requirements the student must meet to complete their program.



Step 4: Following the defence

NOTE: no physical copies of forms are needed. Please use electronic signatures. Electronic signatures work best when all parties use them. Placing hand-written signatures and re-scanning the document precludes anybody else signing digitally and should not be done. All signatures required at the end of the defence must be obtained by the Chair. Signatures withheld until revisions are complete are the responsibility of the supervisor.

<input type="checkbox"/>	The neutral chair submits the Neutral Chair's Report to CoGS within 2 business days of the completion of the examination.
<input type="checkbox"/>	The student completes any revisions and submits the thesis to the applicable committee members for approval.
<input type="checkbox"/>	The student or supervisor submits the final thesis, the signed Master's Thesis Approval and Program Completion form , and the Thesis/Dissertation Submission Cover Sheet to CoGS within the following timeline: <ul style="list-style-type: none">• No revisions: submit to CoGS within 3 business days of defence.• Minor revisions: submit to CoGS within 2 weeks of defence.• Major revisions: submit to CoGS within 6 months of defence.
<input type="checkbox"/>	CoGS provides cIRcle instructions to the student and the student uploads the final thesis to cIRcle. CoGS reviews the thesis formatting and approves the submission once requirements have been met.
<input type="checkbox"/>	CoGS reviews program requirements and closes out the student's program within 5 business days .