

GUIDELINES FOR CHAIRS OF PHD DEFENCES

1. Introduce yourself, indicate you are acting on behalf of the Faculty of Graduate Studies.
2. Introduce Candidate and the Examining Committee.
3. Remind everyone to turn off cell phones.
4. Review the process.
 - a. Candidate begins with a brief (20 min) uninterrupted summary of work. Videotaping of the presentation is only allowed with the permission of all members of the Examining Committee. The Candidate, members of the Examining Committee and audience are not normally permitted internet access during the defence.
 - b. Examining Committee has two rounds of uninterrupted questions. Each round begins with the External Examiner and proceeds in the order set out in the Defence Notice. Subsequent rounds may be undertaken at the Committee's discretion.
 - c. The Departmental Representative observes the process on behalf of the department. (They are permitted to ask questions).
 - d. When the Committee has completed its examination, the audience is invited to participate.
 - e. When there are no further questions, or time is short (max. defence is 3 hours), the candidate and audience are asked to withdraw so that the Committee can consider the thesis and defence *in camera*.
5. Conduct the examination.
6. Thank audience for attending.
7. *In Camera* Session:
 - a. Review Committee options.
 - i. Approved — accepted as submitted or accepted on condition that additions, changes or corrections, to be specified by the Committee be completed within a time period specified by the Committee.
 - ii. Rejected — the committee can make a recommendation that the student should be encouraged to submit a revised thesis for re-examination. In the case of rejection, FGS will meet with the student, supervisor, and Graduate Coordinator to discuss options.
 - b. The External Examiner begins the discussion. When each member of the committee has had the opportunity to express his/her initial assessment, the Chair may distribute the externals report to supervisor(s).
 - c. The supervisor may express an opinion and may vote. The departmental representative may express an opinion but does not vote. The thesis cannot be approved without the agreement of the External Examiner.
 - d. If changes are required, they should be specified and oversight is normally left with the supervisor. If substantive changes are required, the category of approved should not be used.
 - e. The supervisor's signature is withheld from the Thesis Approval Form (TAF) until all required revisions have been made to the thesis. The supervisor normally takes the TAF to hold until final thesis submission is made.
8. The candidate is asked to return to the examining room and the results are discussed with the candidate. Provide candidate with external report; if they don't need it, please return it to FGS with your report.
9. Upon leaving, please return sign in hallway to inside of room.
10. The PhD Defence Report is filled out by the Chair of the Defence and returned to the Faculty of Graduate Studies.