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## PROTOCOLS FOR REMOTE GRADUATE THESIS / DISSERTATION DEFENSE

In light of the COVID-19 pandemic and the enhanced community quarantine enforced throughout Luzon, UP Diliman will allow remote or online defense of theses/dissertations.

The College will still follow existing requirements and policies on the conduct of Master's Thesis and Doctoral Dissertation defense (CS Guidelines for Graduate Programs (<https://science.upd.edu.ph>)). Please refer to the following additional guidelines below for thesis and defense scheduled from now until the end of Second Semester AY 2019-2020.

### Guidelines on thesis/dissertation proposals and colloquium in the time of the COVID pandemic:

1. There is no need to require an oral presentation of the M.S. Thesis proposal. An approval of the thesis proposal ([Form 4.1a Approval of the Thesis Proposal](#)) and a written proposal manuscript approved by the Graduate Committee will suffice.
2. Ph.D. students need to orally defend their Dissertation proposal before the Dissertation Committee members (Adviser(s) and Reader(s)). An approval of the dissertation proposal ([Form 4.1b Approval of the Dissertation Proposal](#)) and the proposal manuscript approved by the Graduate Committee is required.
3. The graduate colloquium may be a webinar prior to the defense. An announcement should be made and must be posted in the I-Math Website, I-Math FB Page and the CS Website ([Sample of PhD Colloquium Announcement](#)).

### Guidelines for Remote Dissertation/Thesis Defenses

1. Prior to the remote defense, the Endorsement by the Thesis/Dissertation Reader(s) ([Form 5.1 Endorsement of thesis-dissertation reader](#)) is required.
2. To request permission for remote defense, complete and submit the [Request for Online Defense Schedule](#) Form. In order to be endorsed as a candidate for graduation for 2<sup>nd</sup> Sem AY 2019-2020 on the July 20, 2020 University Council Meeting, the deadline to defend the Master's Thesis or Doctoral Dissertation is on June 16, 2020.
3. The student and the examination committee must agree on a common time and online platform to be used during the online defense. All members of the examination panel must be present during the defense and should be able to participate in real-time interactions with the student.
4. If the defense cannot proceed smoothly due to technical difficulties (such as poor internet connectivity) or one member of the panel is not able to join, the Head of the Examination Committee can (with the concurrence of the other members of the committee) stop the defense and have it rescheduled. The examination committee together with the DDAA/DDI will be responsible for rescheduling the defense and informing the Graduate Office of the new schedule.
5. At the end of the defense, all committee members need to sign the report ([Form 5.7 Report of master's/doctoral exam](#)) and the head of the committee will submit to OADMAPA within 1 working day after defense.



The student and adviser can look at the following sources for experiences in online defenses:

- a. Defending a Dissertation in the time of Covid:  
[https://docs.google.com/document/d/1ktdFVX0gBVErixR1wWZeguPTw6HQmf\\_zwPEUYVmuVgc/edit#](https://docs.google.com/document/d/1ktdFVX0gBVErixR1wWZeguPTw6HQmf_zwPEUYVmuVgc/edit#)
- b. <https://www.insidehighered.com/news/2020/03/27/rise-remote-phd-defense>
- c. <https://www.nature.com/articles/d41586-020-00971-z>

### **Preparations before the Defense:**

1. Below is a list of online video conferencing platforms
  - a. Zoom (can allow up to 300 participants)
  - b. Google Hangouts / Meet
  - c. WebEx
  - d. Microsoft Teams
2. Make sure that you are comfortable with the selected platform. Please test it in advance. Please consult online resources as they provide useful and practical tips on video angles, lighting, sound and other technical aspects of video conference platforms. If you have access to tv or a separate monitor, you can set your slides in one monitor (with HDMI cable, etc). We suggest one or two mock video presentations to troubleshoot potential technical issues.
3. Share your slides with your adviser and examination committee members beforehand.
4. The chair of the examination panel will be the host and will be in charge of sharing the invitations to the public.
5. The chair of the examination panel will be the moderator. There should be a plan on how to accommodate the public viewers and the Q& A part of the defense. There should also be a plan on how the closed door examination and deliberations will take place. Some suggestions are (1) public can be asked to leave the online meeting after the presentation, (2) use of breakout sessions/rooms in certain video conferencing platforms, or (3) a separate meeting after the presentation can be arranged. Please share this plan with the student and the rest of the panel prior to the defense presentation proper. During the defense, the host/moderator can begin by asking the student and the panel members to introduce themselves (this can also serve as a final sound/video check). The moderator can also relay the rules for the defense and let the audience know the order of events. The moderator can also define how the Q&A will proceed.

Ideally, there should also be a point person for technical matters. For example, he/she can restrict access to the online meeting if bandwidth is an issue, or mute people when background noise is high.

### **Reminders for all participants during the defense:**

1. Just like in normal seminar presentations, please reduce any potential background noise that could distract the speaker.
2. Bear in mind that there is often a bit of lag time in video conferences, so please allow time for people to respond and not speak over each other.
3. Please let the student know if he/she adequately addressed your question/s. Body language such as nods may not translate as well during the online meetings.