

## PHD.CSCI Regulation on Thesis Defense

(Approved by SoCS Council online poll that ended Nov. 2, 2016)

Under normal circumstances, the defense will take place in the third year and it is the responsibility of the Co-Advisors to ensure that the University's [Doctoral Thesis Submission and Defense Schedule](#) is followed.

As described in the Graduate Calendar's entry for Degree Regulations ([Doctor of Philosophy](#)), the thesis must contribute significantly to either CS, AD or their integration, and the candidate must clearly communicate this contribution. It must demonstrate mature scholarship and critical judgment, and be sufficiently novel and meritorious to warrant peer reviewed publication.

For the composition of the Examination Committee (EC), see the Graduate Calendar regulations ([Doctor of Philosophy](#)). In addition, at least one member must be from SoCS and at least one from AD. The Chair is selected by the Graduate Progress Committee, on approval by the Director.

### Examination Procedure

See the exam procedure in the *Guidelines for Oral Examination of Thesis*. Additionally:

- Regarding the order of questions by the EC, in the event that both Co-Advisors are present, they will inform the Chair which one of them will question last.
- During deliberations, each EC member will present their evaluation (pass/fail) in the same order of questioning.
- Documents with decisions will be filled out and signed. Remotely present EC members will provide their decision through an electronic form supplied by the Graduate Program Assistant (GPA) to be completed immediately after the defense.
- Any changes to the thesis, schedule for making the changes and who will verify these changes will be decided by the EC.

### Responsibilities of the Chair

See the Role of the Chair in the *Guidelines for Oral Examination of Thesis*. Additionally, the Chair should:

- Describe how the defense will be run to the EC, student and audience.
- Monitor remaining presentation time and make this known to the student.
- Ensure that each examiner stays within the intended time limit per round.
- Keep notes on questions and changes requested.
- Keep notes on the EC's deliberation and any requests for changes.
- Ensure that official documents are filled out at the end of the defense.
- Call student back and provide EC's decision.
- Return official documents to GPA on completion of the defense.
- Create a list of changes to the thesis, based on EC's deliberation, and distribute to the GPA, the EC, and the student within 24 hours.

## **Responsibilities of the GPA**

- Book the room of defense for 3.5 hours.
- Arrange for the External's visit.
- Supply official documents to the Chair of the EC.
- Coordinate with technical support to ensure proper working of audio/video equipment and connection to remotely present members.