



MSc Thesis Oral Defense Online Procedure

According to the School of Graduate Studies (SGS):

- **All examinations must be held remotely;**
- **If the student chooses an in-person oral defense, it must be postponed until a later date**

Please note that this is a temporary arrangement, which has been put in place as a response to building closures at the University, travel disruptions, and the need for social distancing and/or isolation as a result of COVID-19. Running a Theses Defense will require slightly different processes, which are identified below.

Remote Participation Guidelines

The Student or Supervisor will schedule the meeting date/ time with the members of the Examination Committee and contact RSI for the meeting setup. RSI will setup a zoom meeting using an RSI account and send the invite to all exam committee members.

The RSI Graduate Office will email the candidate's academic file and thesis to the Chair and the committee prior to the meeting.

Before the examination, the Chair will:

- **Review the candidate's file; and**
- **Review the procedures entailed in conducting an oral defense for the MSc degree online**

At the Meeting:

1. The examination Chair will log in 10 min before the meeting so that an RSI representative can assign them to be a host of the meeting. The RSI representative will briefly review with the host procedures for using Zoom Waiting Room (see instructions [HERE](#)) and Screen Sharing (see instructions [HERE](#)).
2. All participants, including the candidate, are to join the group at least 5 minutes prior to ensure that the communication technologies are working smoothly for everyone and that everyone can be heard. Screen sharing should also be tested with the candidate.
3. In the beginning of the meeting, the Chair will review with the candidate and committee the requirements for closed examinations.
4. The Chair then will place the student in the Zoom Waiting Room to complete preliminary procedures, confirm familiarity with the thesis and external appraisal, and discuss the order of questioning and voting procedures. The Chair will communicate their email address to the committee members for voting later in the process. Once these preliminary procedures are completed, the Student will then be re-admitted into the meeting and proceed with the exam.
5. Following the exam, the Chair will again ask the student to be placed in the Zoom Waiting Room for the committee's deliberations and voting process. Voting will be by email. Committee members will email their votes to the examination Chair. The Chair will tally the votes and share results with the committee. Adopt the following method for obtaining votes:

- a. Provide your email to the voting members at the start of the exam, and let the committee members know that this is how they will be submitting their votes;
 - b. Prior to the voting period, read the exam result options to the committee (i.e., as stands, minor corrections, minor modifications, major modifications);
 - c. Invite the voting members to submit their vote via email;
 - d. Fill out the Report of MSc Defense Form and ascertain the exam result;
 - e. Share the result with the committee
6. In culmination, the Chair will invite the student back into the meeting and communicated the results. Please email the Report Form to the RSI Graduate Office (rsi.admin@utoronto.ca) (via scan, picture, etc.).