

THESIS DEFENSE PROTOCOL FOR EXTERNAL EXAMINERS AND SUPERVISORY COMMITTEE MEMBERS

What happens at the Thesis Defense:

- M.Sc(Hons)/MS/M.Phil thesis defenses are chaired by the Department Research Coordinator or his Designated Person
- External examiner, Supervisor and supervisory committee is mandatory during the defense
- Student Presentation (normally 15-20 minutes).
- The External Examiner leads the first round of questions (at least ten minutes).
- Student defends the thesis verbally.
- Questions from the Supervisory Committee and Supervisor (Each member at least ten minutes).
- Student defends the thesis following each examiner's questions.
- A second round of questions follows (External examiner and each member at least ten minutes).
- Questions are accepted from the audience.
- In-camera meeting of Examining Committee to decide how thesis is to be graded, and a plan is discussed for revisions (The concerned student and audience will go out of the examination room).
- Student will be called back and will be informed about the decision after in-camera discussion.

In-Camera Discussion:

- Examining Committee members are advised of their grading options:
 1. Approved as submitted
 2. Approved upon specific corrections being made
 3. Rejected, but with permission to re-submit a revised thesis for re- examination
 4. Rejected outright
- Each examiner completes the Examiner's Evaluation Report, independently and prior to any discussion.
- Each examiner offers their judgment, briefly; beginning with the External.
- A more detailed discussion is encouraged by the Chair.
- The Chair will summarize the finding of the Examining Committee, including the following:

- 1) grading category/outcome achieved;
- 2) required/recommended revisions, or the process by which the student is informed of those revisions that are required versus recommended;
- 3) the names of those who are responsible for supervising the revision process and who have agreed to re-read the revised thesis; and
- 4) the date by which the revised, approved copies of the thesis must be submitted

Notification of Exam Results:

- The Department Research Coordinator will formally inform, in writing, the graduate student, supervisor, Controller of examinations, Directorate of Advance studies and department head of the results of the examination.

Signing of Master's Thesis:

- In case of approval the Chair will ask those examiners (External and Supervisory committee to sign the Master's Thesis certificate page. Signatures are to be in **blue ink**.