

Guideline for conducting a Ph.D. thesis seminar / proposal defense / QE Phase II online

In view of the COVID-19 situation, a framework for presenting a Ph.D. thesis seminar, defending the PhD thesis proposal and conducting Phase II of the Ph.D. qualifying exam remotely is proposed below. *This is a temporary measure being put in place until these become possible in-person again.*

Announcement:

A: Pre-synopsis / Thesis Seminar

1. The supervisor should make a formal announcement of the thesis seminar to DSC members, faculty and all Ph.D. students of the institute, and other PG students of the discipline (with a copy to: academics@iitgn.ac.in). The link for participating in the seminar should be shared in the announcement email.
2. There should be a gap of *at least 5 days* between the date of the formal announcement and the date of the seminar.

B: Proposal Defense and QE Phase II

1. The discipline coordinator / supervisor (as is usually practiced in the discipline) should, in consultation with the DSC members schedule the online proposal defense / QE Phase II (and inform: academics@iitgn.ac.in). The DSC members and the supervisor may decide if any other faculty members or students are to be invited to these sessions.
2. The link for participation in the meeting should be shared by the supervisor *at least 2 days* before the proposal defense / QE Phase II.

During the event:

A: Pre-synopsis / Thesis Seminar

1. It is to be ensured that there are at least 10 participants in the pre-synopsis seminar (other than the student presenting and the DSC members).
2. The seminar (including Q/A and discussions with the student) is to be recorded and archived.
3. If a committee member's remote connection fails and they are not able to reconnect, a separate interaction session with that member may be scheduled at a later time. If such a situation arises, the date and time of the meeting must be intimated to the Associate Dean (PG). Any such additional sessions are also to be recorded and archived.
4. The responsibility of sharing the recording with the academic office (academics@iitgn.ac.in) lies with the supervisor. This exercise must be completed within 3 days of the seminar.

B: Proposal Defense and QE Phase II

1. If a committee member's remote connection fails and they are not able to reconnect, a separate interaction session with that member may be scheduled at a later time.
2. Recording of the proposal defense / QE Phase II is not necessary.