

Guideline for conducting a Ph.D. thesis defense online

In view of the COVID-19 situation, a framework for defending a Ph.D. thesis remotely is proposed as below. *It is to be emphasized at the outset that this is a temporary measure being put in place until in-person defense becomes feasible.*

Scheduling the defense:

1. After the Final Defense Committee (FDC) / Oral Board gets approved, the student needs to share (via email/Google drive, etc.) the revised version of the thesis and his/her replies to the reviewers' comments to all members of the FDC / Oral Board (cc: phdthesis@iitgn.ac.in).
2. The FDC / Oral Board members are expected to go through the thesis and the students' responses to the reviewers' comments. Any issues on this front may be flagged to the Associate Dean (PG) *at least 3 days* before the defense.
3. The supervisor should make a formal announcement of the defense to all faculty and all Ph.D. students of the institute, all FDC / Oral Board members, and other PG students of the discipline (cc: academics@iitgn.ac.in). The link for participating in the defense is to be shared in the announcement email.
4. There should be a gap of *at least 10 days* between the date of the formal announcement and the date of the defense.

During the defense:

1. It is to be ensured that there are at least 10 participants in the online defense (other than the student defending and FDC members).
2. The entire defense (including Q/A session and discussion with the candidate) is to be recorded and archived in the library. Any discussions between FDC members in the absence of the student also need to be recorded and archived.
3. A staff colleague designated by the academic office will be available to provide technical support during the defense (including recording of the defense and post-defense discussions).
4. 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.
5. This final defense report may be prepared by the supervisor in consultation with the other FDC members. All FDC members will need to provide their physical / email endorsement of this report. Post-defense procedures remain the same as an in-person defense.