

# Oral Defense Procedure

## Before the Defense

### 1. Elected a Chair

- The Committee elects a Chair (the Thesis Advisor(s) cannot serve as Chair).
- The Chair ensures three to five members are present.
- The Chair explains the proposal review process.

## Defense Presentation

### 1. Candidate Presents Their Research

### 2. Q&A Session

- The Chair invites each Member of the Committee to ask questions of the Candidate.
- Once questions are completed, the Candidate may give final remarks.

### 3. Candidate Leaves the Room

## Discussion

- The Chair leads a discussion on the proposal's quality.
- Members of the Committee each complete a grading form (anonymous), and the Chair then constitutes an official result of the Candidate's defense.
- The Candidate is called back and informed of the result.

## Minor Revisions (if required)

- The Thesis Advisor oversees revisions.
- The Candidate must complete revisions within the required timeframe.

## After Defense

### 1. Grading Form and Master thesis Advisor Approval Form

- The Thesis Advisor should submit the forms after confirming that the Candidate's thesis has been revised as requested and can be submitted to the library.

### 2. Master Thesis Oral Defense Form and Committee Member Review Fee Receipt

- The Candidate ensures all required documents are signed and submit to the office within one week of the proposal.