

## MSc Defenses and Comprehensive Exams: Online Procedures

### Setting Up Zoom:

<https://it.ubc.ca/services/teaching-learning-tools/zoom-video-conferencing>

**Please note: make sure to turn off your VPN when you are using Zoom.**

### Notes for Chairs

- Síle will host Zoom meetings for Comps and MSc Defenses. She will designate the Chair of the meeting as “**Alternative Host**” (<https://support.zoom.us/hc/en-us/articles/208220166-Alternative-Host>) - this means Síle can schedule and invite members to the meeting, but won't be in attendance at the meeting itself.
- In case of any technical issues, the Chair will be sent the email addresses and phone numbers (if possible) of each meeting attendee. This provides back-up in case of any problems with connectivity
- Each meeting attendee will receive an email invite to the Zoom meeting from Síle, with a link to join the meeting. For anyone who does not have the Zoom App downloaded to their computer, this link will redirect them to the Zoom website so that they can access the meeting.

### MSc Defences:

<i>Timeline before Defense</i>	<i>Action</i>	<i>Tasks</i>
About A Month Before	Pre-Meeting: Thesis Approval	<ol style="list-style-type: none"> <li>1. Email your thesis to your committee for any revision requests</li> <li>2. Send an email request to your potential departmental examiner to get commitment to serve in this role, and provide general availability for the defence</li> <li>3. Send an email to your full examination committee (supervisor, committee member, departmental examiner) to schedule your defence date.</li> </ol>
About Two Weeks Before	Circulate the revised thesis and approval form	<ol style="list-style-type: none"> <li>4. Once revisions are made to your thesis, circulate the revised thesis and the approval form via email for signatures from your committee</li> <li>5. Send approval form and your revised thesis to Síle: <a href="mailto:coordinator@zoology.ubc.ca">coordinator@zoology.ubc.ca</a></li> <li>6. <b>Make sure to inform Síle of the date and time of your defense.</b></li> </ol>

The Week of your Defense	Setting Up the Meeting	<p>7. Síle will find an examination chair who is available at your defense time</p> <p>8. Síle will also set up a Zoom meeting and invite all the participants. In the Zoom meeting, the Chair will be designated as <b>Alternative Host</b>. The Chair will act as host for the meeting itself.</p> <p>9. Phone numbers of meeting members will be collected, in case of any technical difficulties. These will only be shared with the Chair.</p>
Day of Defense	Defense	<p><b>10. Please be ready to join the meeting 15 minutes before the official start time.</b></p> <p>11. At the date and time of the defense, you, the examination committee, and chair will all join the Zoom meeting</p> <p>12. You should share your screen and present your research talk of 20-25 minutes at the beginning of the meeting</p> <p>13. From there, the defense will proceed normally, with questions from the committee.</p> <p>14. When the questions have been completed, you will be asked to leave the meeting</p> <p>15. The committee will deliberate on the result of the exam, and then send you a chat message on Zoom inviting you back into the meeting. Please also monitor your email and phone as a backup to receive the message.</p> <p>16. The examination chair will then inform you of the committee's decision (pass/fail) and whether any revisions are required</p>
After Defense	Post-meeting	<p>17. The chair will then email Síle a copy of the Chair Report (Síle will have sent this to them).</p> <p>18. Follow G+PS steps for final thesis submission:  <a href="https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission">https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission</a></p>

PhD Comprehensive Exams:

<i>Timeline before Exam</i>	<i>Action</i>	<i>Tasks</i>
About a Month Before	Pre-Meeting	<ol style="list-style-type: none"> <li>1. Download and read the comprehensive <b>Exam Checklist</b> (<a href="https://www.zoology.ubc.ca/system/files/assets/media-file/file/2020-03/Comps_Exam_Checklist_March%202020.pdf">https://www.zoology.ubc.ca/system/files/assets/media-file/file/2020-03/Comps_Exam_Checklist_March%202020.pdf</a>) and make sure to follow all the instructions. The information provided here are a supplement to those instructions with items particularly relevant to holding the exam online.</li> <li>2. Email your committee and Rick Taylor (comprehensive exam chair, <a href="mailto:etaylor@zoology.ubc.ca">etaylor@zoology.ubc.ca</a>) to figure out a time that works for your exam.</li> <li>3. When you've pinpointed a time that works, email Síle (<a href="mailto:coordinator@zoology.ubc.ca">coordinator@zoology.ubc.ca</a>) to let her know</li> </ol>
About A Week Before	Setting Up the Meeting	<ol style="list-style-type: none"> <li>4. Síle will set up a Zoom meeting and invite all the participants. The Chair will be designated as Alternative Host</li> <li>5. Phone numbers will be collected as a precaution against any technical difficulties. These will only be shared with the Chair.</li> </ol>
Day of Exam	Exam	<ol style="list-style-type: none"> <li>6. <b>Please be ready to join the Zoom meeting 15 minutes before the official start time of the exam.</b></li> <li>7. At the date and time of the defense, you, the examination committee, and chair will all join the Zoom meeting. The chair will host the meeting.</li> <li>8. You should share your screen and present your research talk of 20-25 minutes at the beginning of the meeting</li> <li>9. From there, the exam will proceed normally, with questions from the committee.</li> <li>10. When the questions have been completed, you will be asked to leave the meeting</li> <li>11. The committee will deliberate on the result of the exam, and then send you a chat message on Zoom inviting you back into the meeting. Please also monitor your email and phone as a backup to receive the message.</li> <li>12. The examination chair will then inform you of the committee's decision of pass, conditional pass, or fail. In the case of a conditional pass, further information will be given about the conditions.</li> </ol>
After Exam	Post-meeting	<ol style="list-style-type: none"> <li>13. After the meeting, the Chair will email Síle a copy of the Chair Report</li> <li>14. When you pass, fill in the Advancement to Candidacy Form (<a href="https://www.grad.ubc.ca/current-students/managing-your-program/advancement-candidacy">https://www.grad.ubc.ca/current-students/managing-your-program/advancement-candidacy</a>) and send it to Síle for the Grad Advisor's signature.</li> </ol>