



Quick reference for procedures in PhD proposal defense

The Examination panel members for doctoral proposal defense shall have three members composed of mainly one external examiner and two internal examiners. The rest members include the supervisor and co-supervisor. Supervisors and co-supervisors neither mark nor answer questions. One of the internal examiners will also chair the defense session. An examiner evaluates a proposal by filling the form - SGS-PhD: Form-007-1.

Proposal defense hall

1. Preliminary meeting of examiners

It is carried in adjoining room to the defense hall while guests wait in their seats and the student gets ready his/her presentation. All presentations should be uploaded to the computer before the defense session begins. The purpose of the pre-session meeting is to allow time for panel members to introduce each other and agree on the phasing, time budgeting and order of questioning.

2. Inside the defense hall

Ones inside the hall the CP first introduces the Examining Panel members and makes sure all those present understand the procedures to be followed. The CP subsequently briefs the student on budgeting of the time for the defense and invites him/her to proceed.

The student will be given 20 minutes of presentation followed by a maximum of 40 minutes of questions-and-answers session. Examiners will be allowed a 10 minute question period in turn, with the opportunity to have a second round of questioning. The CP conducts the sessions in a professional manner and makes sure each examiner has the opportunity to ask questions. The CP will take her/his round of questions after the external and internal examiners. *The CP can invite other faculty and students but has the*

responsibility to stop when the opinion of the invited guest seems to jeopardize the fair assessment of the proposal by the EP members.

At the end of the question-answer session panel members take retreat to reach consensual assessment while the student and guests remain in the hall.

3. Post-defense discussion

The CP also chairs the post-panel discussion of the examiners to reach consensual decision on the overall result of the proposal examination and formulate recommendations for further improvement. He/she ensures that the examiners complete and sign the relevant forms at the end of the defense. The CP will return the completed forms as soon as a series of sessions is over to the School of Graduate Studies.

4. Announcing the results

The student and guests rise up to greet the examining panel members. The chairperson will announce the examining panel's decision with the assessment recommendations. The CP summarizes the panel's recommendations, comments and corrections needed. Each panelist's comment would be given to the student for reference and improvement as well.

The CP ensures that the recommendation of the examiners is conveyed to the student and ascertains whether the student is clear or not as to what may be required of her/him. The Chair will then draw the proceedings to a close.

NB

Post-defense requirements: In case of "satisfactory" results, the revised version must be first vetted by supervisors. In case verifications are needed from the panel, the corrective actions shall be submitted to the chairperson and consequently can be handled by the smaller group of internal examiners. In case of "unsatisfactory" result it is resubmission for presentation again.