GUIDELINE FOR MSC DEFENCES UNDER COVID 19 ERA

1- When the student is ready to submit his/her thesis, the supervisor sends a message to Kelly confirming the thesis is ready.

2- The student submits the thesis to Kelly

3- The supervisor decides whether he/she wants a defence or not (and inform Kelly and the GPD)

4- As usual, the supervisor chooses an external examiner (or recommends to the GPD; may slow the process), and agrees on the availability of the examining committee (supervisor, external, 2 committee members). The supervisor sends the name of the members of the examining committee to Kelly

    - If with defence: the agreed date should be about 14 days from the day Kelly sends thesis out.

    - If no defence: the agreed time frame is to make sure they are available to respond within 14 days of the date Kelly sends the thesis out.

5- The GDP appoints a chair (usually one committee member will act as chair)

6- Kelly sends the thesis out for review to the examining committee along with the EXAMINERS EVALUATION FORM, indicating the date by which the forms should be returned to the CHAIR and to her (normally 14 days from the day she sends the thesis out).

7- Kelly sends the MASTER THESIS EVALUATION REPORT form to the chair

8- @The chair:
   - If with defence (using Zoom): adjudication is based on the outcome of the evaluation forms AND the defence (as we have been doing before the Covid 19 era).
   - If no defence: the chair has a maximum of one week to complete the MASTER THESIS EVALUATION REPORT. The chair summarises the information from the examiners evaluation forms and comes up with a consensual decision (based on simple majority), and approved by the examining committee. Four outcomes:
     - ACCEPTED AS SUBMITTED
     - MAJOR REVISION, the examining committee will need to see the thesis again. The student will submit the thesis only after the chair confirms with Kelly that everything is ok
     - MINOR REVISION, only the supervisor will have to see the thesis again, and once satisfied, sends a message to Kelly, and that will be it.
     - REJECTED