

SEMINAR 3.2
THE PROCEDURE OF
DEFENSE

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Introduction

- I recommend you to go and take a look on defenses of other students, if possible (defenses are normally open for public), because:
 - You will see how it looks like
 - You will pay attention to mistakes of the others, which you should avoid
 - You will see how the state exam looks like
- For each student who defends his/her thesis, only 60 minutes are reserved
- You can invite your friends to your defense if it will help you to cope with stress

Who is present at your defense

- Your supervisor
- Your reviewer (sometimes)
- The committee chairman – the person who runs your defense.
- Committee members (5-6 people, some will be from TUL, some from other universities and firms)
- The committee secretary – the person who writes the protocol, doesn't ask questions
- The committee administrator (is present in any form of online defense) – the person who monitors the technical operation of your defense, doesn't ask questions
- Guests – people attending your defense, don't ask questions

Scenarios of defense

Possible scenarios (currently)

1. Face-to-face (traditional defense)
 2. You are online, the committee members are either at the same place or some of them are also online
 3. You are attending face-to-face, but some committee members are online (mixed type)
- You will be informed in advance about the procedure of your defense (according to the epidemiologic situation and rules)
 - In the case if someone is online, there will be maximal effort to imitate traditional face-to-face procedure

Face-to-face defense (1)

1. The secretary lets you and guests in
2. The secretary introduces you to the chairman and committee members
3. The chairman greets you and asks you to present your thesis
4. Your presentation (10 to 15 minutes)
5. Your supervisor or secretary reads your reviews with questions (if the reviewer is present, he/she reads his/her review)
6. You answer on questions from reviews

Face-to-face defense (2)

7. Committee members ask questions about the thesis (if they have any), you answer them
8. Final State Exam
9. The chairman asks you and guests to leave the room, committee discusses your defense (5 – 10 minutes)
10. Proclamation of the binary result (YES-NO)
11. Proclamation of marks will be provided for the group of students, once or twice per day (you'll be informed when you have to arrive)

You-are-online defense

1. You connect to the meeting and meet the administrator
2. The administrator verifies your audio, video, and other technical things (TeamViewer, phone number, ...), informs you when the defense is about to start
3. The secretary introduces you to the chairman and committee members
4. The chairman greets you and asks you to present your thesis

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Mixed type of defense

1. The secretary lets you and guests in
2. You sit in front of the prepared computer and connect to the meeting
3. The secretary introduces you to the chairman and committee members
4. The chairman greets you and asks you to present your thesis

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Thank You for Your Attention