Preparation of the Zoom On-line Thesis Defence

This document presents the specificities of an on-line thesis defence. It was prepared to support the Program Team, the Candidate and the Chair of the Committee.

I.   Reminder of the regulatory context

Notwithstanding this mode of provision, all the procedures and directives in force at UQAC apply.

- The defence of a thesis is compulsory, as it is an integral part of the evaluation process.

- It takes place in front of the Thesis Defence Committee and the Program Director (or its representative).

- The non-participation in the defence of more than one member of the Committee results in the postponement of the defence.

- The defence is public, it is open to students, members of the University as well as the Candidate's guests.

II.   Compliance of the defence

In the event of technical difficulties, the Chair of the Committee may interrupt or postpone the defence to a later date.

At all times, the student must be able to present their results audibly by the members of the Committee. If the Internet link is interrupted (technical problem), the defence is suspended. If the connection cannot be restored within a reasonable period of time, the defence is postponed to a later date.

The non-participation in the defence of more than one member of the Committee results in the postponement of the defence. In order to hold a defence online, all members must have confirmed their presence. However, if a member's Internet connection is permanently interrupted during the defence or during the deliberation, the defence or deliberation continues. If the Internet connection of more than one member is interrupted, the defence is postponed to a later date.

III. General information

- The student who wishes to defend their thesis online makes a request to their Supervisor and Program Director.

- UQAC provides the Candidate (and their Supervisor) and the Chair of the Defence Committee with resources to support them in preparing for the on-line defence.

  → In terms of preparation for the on-line event, the Candidate (and their Supervisor) can contact Ms. Alexandra Hébert, Distance Learning Pedagogical Advisor, by email at the following address: alexandra1_hebert@uqac.ca. She will be able to advise the Candidate, allow them to practise and answer their questions. All this with the aim of making the Candidate more comfortable at the time of their defence.

  → On the technical level, in particular to ensure that they have all the necessary computer equipment, to familiarize themselves with the broadcasting platform, to conduct technical tests, people are invited to communicate with Mr. Carl Lalancette, Computer Technician, by email at the following address: carl1_lalancette@uqac.ca. It is strongly recommended to communicate with Mr. Lalancette at least 2 weeks before the scheduled date of the defence.

  → UQAC provides the Candidate with high-performance computer equipment (computer, camera, microphone, etc.) and UQAC decorative banners to enhance the visual aspect of the event.

- The on-line defence at UQAC is conducted with the Zoom platform. An information document is available at the following address: services.uqac.ca/decanat-des-etudes/files/2020/05/Guide_soutenance_Zoom.pdf

- The recording of a defence, in any mode whatsoever, is possible as long as all the required authorizations are obtained. However, the deliberation of the members of the Defence Committee is done behind closed doors and cannot be recorded.

IV. Role and responsibility

The Candidate

- Asks their Supervisor and Program Director for authorization to defend their thesis online;
- Use resource people to properly prepare their virtual performance;
- Send a copy of their presentation to the Program Team in advance (PowerPoint, video, etc.), if applicable;
- Takes all the necessary precautions so that the on-line defence is conducted rigorously and in compliance with the rules in force.

The Chair of the Defence Committee

- Ensures to have all the technical knowledge or ask for support, if necessary;

- Ensures that all members of the Committee have the necessary information for their on-line participation;
- Ensures that all members of the Committee sign the; Defence Evaluation Form;

During the defence:

- Reads the instructions relating to on-line performance.

The Program Team

- Transmits to the Dean of Education Office all the necessary information for the organization of the on-line defence using the form provided for this purpose, and this, at least 15 working days in advance;
- Ensures that all members of the Committee have been informed that the defence will take place online and that they have all the information necessary for their participation;
- Forwards the document sent by the Candidate to the Chair of the Defence Committee, if applicable.

Information technology services (Mr. Carl Lalancette)

- At the request of the Dean of Education Office, provide the Program Team with the Zoom link for the defence;

- Offers technical support to the Candidate, members of the Committee and those responsible for holding the defence;
- Ensures the availability of computer equipment;
- Before the defence, summons the Chair and the members of the Committee to technical tests;
- Offers technical support during the defence.

Dean of Education Office

- Provides the Communications and Public Relations Services (Service des communications et des relations publiques-SCRP) with information concerning the thesis defence;
- Ensures the availability and updating of documents related to the defence.

V. Course of the defence

The outlines of the defence procedures are described in the document entitled "Thesis Defence". These remain relevant. However, to facilitate virtual performance, some adjustments may be needed.

Technical Coordination

At the time of the defence, in support of the Chair of the Committee, a person ensures the technical coordination. The main tasks are as follows:

- Managing access to the presentation room;
- Managing the microphones and the video function of the participants (activation and muting if necessary);
- Monitoring of "raise a hand" notification from participants;
- Monitoring of the "chat window";
- For deliberation, access to the Chair and members of the Committee to the deliberation room;
- During the deliberation, managing the speaking rights for the participants who wish to address questions to the Candidate.

Guidelines for participants

<u>During the official opening of the defence</u>, the Program Director (or his representative) adds some guidelines relating to the holding of the defence in on-line mode. More specifically, it informs the public

- of the deactivation of the audio and video function;
- That the Candidate will be available to answer their questions, during the Committee's deliberation period;
- Of other directives considered important.

<u>During the Defence Committee's deliberation</u>, the Program Director (or his representative) is invited to chair. He informs the public of how the proceedings will be conducted. The Program Team decides how best to manage the proceedings. Several ways of doing things are possible; the proceedings can be requested by a participant using the function "raise your hand" or "Chat". It is also possible to ask the participants to write their questions with the "chat window". The questions are read by the person responsible for the technical coordination.