

Protocol for thesis defences during the corona crisis

Examination Board, Master of Logic, ILLC, University of Amsterdam

Effective as of April 1, 2020 until the University admits thesis defences on campus again.

1. General purpose

Due to the corona virus outbreak, the University does not permit on campus thesis defences, at least until April 6th 2020. This document describes the protocol for online thesis defences. The general guideline is to stay as close as possible to the standard protocol for thesis defences, described in the Rules and Regulations of the Examination Board, Article 4.8.

https://msclogic.ilc.uva.nl/uploaded_files/inlineitem/RRvE_MScLogic_November_2019.pdf

2. Medium

For online thesis defences we make use of zoom: www.zoom.us

3. Procedure

- (1) When the date and time of the defence are fixed, the chair schedules a meeting on zoom and invites the candidate and all committee members to join the meeting by sending them the meeting ID.
- (2) On the day of the defence, the candidate and all committee members log in to zoom at least 5 minutes before the defence is to take place.
- (3) The defence involves no general audience.
- (4) To ensure compliance with privacy regulations, the defence is *not* recorded.
- (5) The defence starts with a 20 minute presentation by the candidate.
- (6) Then there is up to 30 minutes for the committee to ask questions.
- (7) After the question period, the candidate leaves the online meeting. The committee members discuss to determine the final assessment and grade. This typically takes around 30 minutes.
- (8) Then the chair invites the candidate back into the online meeting. When the candidate has joined, the chair announces the grade and reads the assessment text. The candidate gets an opportunity to ask for clarification of the text and/or the grade.
- (9) Finally, the supervisor may say some personal words to congratulate the candidate.