Detailed Procedures for an Online Defense

Scheduling the Defense

1. The Student will coordinate a date and time for the defense with the Chair and Committee members, being mindful of available dates and the timeline outlined in the 10-Working Day Calendar.
2. The Student will proceed to schedule the event electronically via myASU> Programs> Defense> Next Steps> Schedule your Defense. The location will require the Zoom link for the defense.
3. The Student will then go to: https://asu.zoom.us/ and log in with ASU credentials and then click “Schedule a New Meeting”. If unfamiliar with Zoom, Students can utilize resources found at this link: https://uto.asu.edu/zoom-resources
4. The Student will input the scheduled defense information into the Zoom meeting scheduler. For the settings, the Student should designate the Chair as an “Alternative Host,” click on “Enable waiting room,” and choose “Record the meeting automatically.”
5. Once the meeting is saved, the Student will copy the Zoom link and go back to the Defense scheduling tool. The Student will choose “virtual defense” and paste the Zoom link as the “Virtual Meeting Link”. Building and Room should remain blank. All Committee members will attend via “video conference”. Once approved, the event will appear on the Graduate College Defense Calendar, along with the Zoom link.
6. The Student will submit the document via the iPOS to the format team.
7. The Student will email to all Committee Members the document, date and time of the defense, along with the Zoom link to the defense.

Preparing for the Defense

1. The Student and Committee members should review the Zoom resources site: https://uto.asu.edu/zoom-resources
2. The Student may develop a slide presentation (e.g., PowerPoint, Keynote, Google Slides), summarizing the major components of the research. (if this is required)
3. The Student will email the slides to all Committee Members one week prior to the defense, so that the Committee Members can print the file or otherwise prepare for the defense presentation. (if this is required)
4. Before the defense, the Student should discuss with the Committee who will be moderating the meeting controls and chat room via Zoom during the defense. Also, it is suggested that all review the “best practices” for the actual defense on the next page to agree upon the flow of the defense.
5. At least 10 minutes before the scheduled defense, the Student and Committee members should log on to Zoom and test the audio and video: View the Learning with Zoom: A Student Guide

Important Notes for Students:

The event will be recorded. The defense is a public event. It is likely that interested members of the ASU community will join the event virtually as a member of the audience. It is also a professional event; please plan to dress accordingly. Additionally, when scheduling the event, it is important to be mindful of the location where you will participate.
in the Zoom meeting. Be sure that the location has a reliable and fast wireless connection.
The image displayed, including anything visible in the background, should be reflective of
the serious and professional nature of the event. Care should also be taken to minimize
any background noise or movement. Students will be required to be visible on video for
the duration of the event.

The Actual Defense—Best Practices

These are suggested best practices, but the Student and Committee should discuss the
guidelines prior to holding the defense.

1) The Student should start the meeting at the scheduled time by clicking on “Start.”
Committee members and guests will click on “Join the meeting” or click on the Zoom
link that was sent to them or advertised online.
2) Once all Committee members for the defense and Student are present in the Zoom
room, the Student and all Committee Members can (very briefly) introduce
themselves. The Chair should ensure that the defense is being recorded. This
should have been automatically set when the Zoom meeting was scheduled. Then
the Chair or Student can welcome the audience and explain the process of the
defense. All guests should be muted.
3) The Student should then deliver her or his presentation. Please note that, for
purposes of flow and timing, it is strongly recommended that the Student’s
presentation NOT be interrupted by questions. The Chair or Student can coordinate
the Q&A portion following the completion of the presentation.
4) Following the completion of the presentation, the Chair or Student can open the floor
for questions from the Committee Members. During this time, it is recommended that
the Chair take notes for the Student, so that the Student can actively engage with the
Committee.
5) The Chair can then invite members of the audience to ask questions or make
comments to the Student. It should be noted whether this should be done via chat or
individually by being “unmuted.”
6) Once the defense Q&A portion has been completed, the Chair will then put all
participants and the Student in the Zoom waiting room. See Zoom directions for
Using the Waiting Room.
7) The Chair and the Committee members will deliberate on the quality of the defense
and what revisions, if any, are needed.
8) After deliberations, the Chair will admit the Student and audience back into the Zoom
room and deliver the results of their deliberations.
9) The Chair must remain diligent throughout the entire defense in order to ensure that
all activities can be completed efficiently and effectively within the time period.
10) At the conclusion, the Chair can end the meeting for all.
11) The Chair and Committee Members will sign the pass/fail form via Docusign.

Note: If there is a technical issue that prevents the defense from being held, the Chair is
expected to notify the Graduate College of change of time and day and of the new Zoom
link.