



Dissertation Defense

I would like to begin the Dissertation defense of:

I am *Dr.* _____ serving as Dissertation committee chairperson.

I am joined today by committee members:

Dr. _____

Dr. _____

The Dissertation defense is a formal meeting during which the student is questioned about the Dissertation and an agreement is reached that the student has successfully completed the manuscript in accordance with the academic standards of the Ph.D. department and the university. The examination is chaired by the student's committee chairperson and conducted by the Dissertation committee and at the discretion of the Director of the Ph.D. in Global Leadership program. The defense consists of two parts, one open to invited faculty and guests, and the second part is a closed door meeting of the committee to render their

evaluation and subsequent decision. The defense is an examination of the student's competence with respect to independent scholarship and investigation of a research inquiry. The student must be able to explain the rationale for choices that he/she made in designing and conducting the research and later writing of the Dissertation manuscript while at the same time, be able to discuss the research limitations and examine the academic relevance by placing them in the context of existing theory and research.

The Dissertation under consideration today is titled;

It has been accepted for official defense.

- I would like to introduce the author of the Dissertation – _____ . He/She is the Respondent for today's defense.
- At this time, I would like to ask the Respondent if He/She would like to offer any short comment regarding any corrections of the text or variation or special circumstances since our last committee communication in regards to His/Her Dissertation.
- The defense will begin with the Respondent offering a formal oral presentation of His/Her Dissertation.

PRESENTATION

- At this time, the respondent will be asked to reply to committee questioning. The committee offers the sole examination for the dissertation defense. The discussion should preferably not be concerned with minor errors in the presentation or text, etc., but instead with issues such as the Respondent's concept of the field studied, the experimental techniques employed, possible limitations, potential future developments, etc.

QUESTIONING

Voting by the chair and committee members

The committee will now evaluate the student's defense. The evaluation for the defense of a Dissertation may be pass, conditional pass, or fail. Decisions on acceptance are based on majority vote of the Dissertation Committee. Voting is conducted in a closed meeting of the committee.

(Clear room or leave room as a committee)

ANNOUNCE THE DECISION

For Committee Reference

DO NOT read within actual defense activities unless asked for this level of detail

General Overview

- The meeting is open to the University community (faculty, administration and students)
- All dissertation committee members must participate in the defense.
- The use of video, cameras and tape recorders during the defense is prohibited unless an e-mail approval is granted by the Director of the Global Leadership Ph.D. program and communicated with the committee chair.
- The defense is characterized by four components: (1) pre defense activities and brief prefatory meeting of the Dissertation Chairperson and Committee members, (2) the presentation by the Dissertation Respondent that is followed by committee questioning (3) voting by the chair and committee members, and (4) reporting of the decision by the Dissertation Chair to the Respondent and meeting participants.

Pre defense activities and brief prefatory meeting

- Complete drafts of today's Dissertation manuscript are distributed to the committee members prior to the scheduled defense.
- Prior to the defense being set for scheduling, the committee chair communicated with all committee members to ensure

that they agree that the Dissertation is ready to be defended, and discussed any questions and issues that committee members had.

- Prior to the defense, the respondent decided jointly with the committee chair as to whether the candidate should meet individually with committee members to discuss the Dissertation manuscript draft to receive feedback and guidance for revisions.
- The Dissertation defense meeting is then announced and opened to the public. The Dissertation committee meets in closed sessions prior to beginning of this defense to discuss the format and process

Questioning Guidelines

- The respondent will answer each question and not exceed 3-5 minutes per response. The moderator reserves the ability to stop the respondent reply at any time.
- First round of questioning occurs with the sequence of following the order of committee assignment starting with the Chairperson and proceeding to committee members. During the first round it is recommended that each committee member exhaust all questioning before proceeding to the next committee member. It is suggested that the opening round not to exceed 15 minutes per committee member.
- Second round of questioning follows the same order (individual committee member examiners may choose not to pursue a second round of questioning). The second round of questioning is typically brief with each committee member

examiner asking only one question. In this round of questioning; follow up questions are only granted with the permission of the moderator.

- The total defense may continue for a maximum of 90 minutes. The committee chair will announce the close of questioning for the defense.
- Next, the committee will confer and return with a determination of the success or failure of the defense.

Grading Definitions

- Pass – The document and oral defense are satisfactory and require no essential modifications, additions. Only the Chair need supervise and sign off on required editorial changes in the Dissertation manuscript.
- Conditional Pass - Remedial but essential changes required on the document and/or study; the chair and committee members will review the document for necessary changes. Recommend revisions must be completed by the Respondent and a second meeting of the Dissertation Defense process scheduled. The second defense may take place no sooner than 1 month and no later than 6 months after the first defense. Candidates may be examined no more than twice.
- Failure – Significant and essentially non-remediable deficiency in the manuscript and/or oral exam. Rule the Dissertation and defense unsatisfactory; therefore, the student fails and may not re-defend. The student must initiate a new Dissertation.