

## Policies and Procedures for Oral Defense

A final draft of the thesis or written project report, in the form to be defended, must be presented to all members of the thesis or project committee no later than **three weeks** prior to the scheduled date for the defense. Failure to meet this deadline will result in postponement of the scheduled defense.

The defense must be held by the end of week 9 of the term in which you intend to graduate. The student is responsible for scheduling the presentation and ensuring that all members of the thesis or project committee can attend. Scheduling should be done **as soon as possible in the term of graduation but no later than the end of the second week of the term**. You must notify the ENVS GPC of the date and time of the defense **at least 3 weeks before the defense date, and no later than the end of week 4**. The GPC will then arrange for a defense location and will announce the defense via listservs.

All members of the thesis or project committee must attend the defense. Candidates planning to graduate during summer term should be aware that it may be impossible to schedule a defense that all of their committee members are available to attend, so plan well in advance.

Defenses of theses or projects will adhere to the following format:

- Defenses are open to the public and advertised to the ENVS community.
- The advisor presides over the thesis or project defense.
- The candidate presents a summary of the thesis or project, highlighting its most significant results. Presentations are typically 15-30 minutes.
- Each member of the committee, concluding with the advisor, is given an opportunity to ask the candidate questions about the written materials or the presentation.
- As time allows, the audience is given an opportunity to ask the candidate questions.
- The total time for presentation and questioning of the candidate will be a maximum of ninety minutes.
- After questioning has concluded, the candidate and audience are dismissed to allow for private deliberation by the committee.
- The committee will determine whether the candidate passes successfully or fails the public defense, and will determine any additional changes or revisions required prior to the submission of the final version of the thesis to the Graduate School, or written project report to the ENVS graduate programs coordinator.
- In the case of a successful defense, the audience is invited to return for an announcement of the candidate's success. In the case of an unsuccessful defense, the candidate is informed privately of the results.
- In the case of a successful defense, all committee members sign the approval form (available from the GPC and on the ENVS website). The advisor will then return the form to the ENVS GPC. This must be done within 5 days of the date of the defense, unless the committee has granted a conditional pass or requires changes prior to final approval. In this case, the advisor will return the signed form after the candidate has completed the required changes to the satisfaction of the committee.

In some rare cases, alternative arrangements for the thesis or project defense may be considered. In such cases, the candidate's advisor will confer with the ENVS DGS and other members of the candidate's committee to determine an appropriate defense format.

After completing any final revisions, graduating students are expected to submit electronic copies of final theses and project reports to the UO Library's Scholar's Bank for electronic archiving: [https://library.uoregon.edu/digitalscholarship/irg/SB\\_Submit](https://library.uoregon.edu/digitalscholarship/irg/SB_Submit). For projects, one hard copy is submitted to the ENVS Graduate Programs Coordinator.