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A. General Guidelines

Given the evolution of knowledge related to virus transmission, the pandemic, and recent announcements made by Quebec public health authorities, la Direction de la Formation et de la Recherche has decided to authorize session, the in-person presentation of thesis defences and presentations on the Polytechnique campus during the Autumn 2020 semester.

To offer favourable, fair, and safe conditions for all Polytechnique Montréal students, the Direction des études supérieures has developed a guide for the conduct of thesis defences or presentations in person or in hybrid mode.

However, given the current pandemic, it is strongly recommended that thesis defences and presentations be conducted via videoconference at all times.

Further to the above, thesis defences and presentations via videoconference are mandatory if the student or one of the jury members:

- is affected by COVID-19;
- has one COVID-19 symptom;
- has had physical contact with an individual with COVID-19;
- has travelled outside the country less than 14 days previous;
- must be quarantined.

If one of the invited guests is in one of the above situations, they should not travel or be physically present on the Polytechnique campus.

Thesis defences and presentations via videoconference are also mandatory in the event that Polytechnique Montréal must once again implement confinement measures.

B. Health and Safety Measures

Activity resumption at Polytechnique is conditional on compliance with implemented health and safety measures, which have been designed to ensure the entire community’s safety and to keep contagion risks as low as possible.

Some of implemented health and safety measures may seem restrictive, but they are absolutely necessary for everyone’s health and safety.

The pandemic is still afoot, and it is therefore essential that everyone follow health and safety instructions with absolute compliance. Failure to follow these policies would require Polytechnique to impose strict penalties, up to and including banning building access. Therefore, we count on your cooperation and vigilance.
a) Building Access

The Activity Resumption at Polytechnique Guide and Strategy is readily available for the Polytechnique Montréal community, as well a mandatory campus access training course on Moodle.

In compliment to the abovementioned, the PolyVirtuel website has a webpage listing all guidelines for safe activity resumption on campus. Refer to: https://www.polymtl.ca/polyvirtuel/en/access-building-and-services

**Note:** All individuals external to the Polytechnique Montréal community are also required to complete the aforementioned campus access training course. Post-course completion, access requests must be sent to Carole Savoie, Senior Health and Safety Advisor (carole.savoie@polymtl.ca).

At least five (5) working days before the oral presentation, please provide the following information: First name - Last name - E-mail address and reason for the guest's visit.

It is the student and research director’s joint responsibility to ensure all guests have completed the aforementioned training course.

After a self-evaluation, all individuals external to the Polytechnique Montréal community requesting access to campus buildings must:
- wash their hands upon entry;
- complete the attendance registry (entries and exits) each time they visit, indicating first and last name, room number to be visited, and the reason for their visit;
- comply with instructions posted throughout buildings;
- follow hand-washing procedures posted in every bathroom.

Please refer to the document (in French only) https://www.polymtl.ca/polyvirtuel/3-septembre-aide-memoire-sur-les-bonnes-pratiques-sanitaires-pour-etudier-et-enseigner-en-presentiel

To avoid hallway loitering, guests should ask security personnel how to directly access the building or room they will be visiting.

b) Wearing a procedure mask

In accordance with government measures announced on July 13, 2020, wearing a procedure mask or face shield is mandatory in all of Polytechnique high-traffic areas (common shared areas, reception and food service areas, corridors, elevators, etc.).

Mandatory procedure mask or face shield wearing does not replace other health and safety rules, such as physical distancing and hand-washing.

Wearing a visor will not replace wearing a procedure mask or face shield in areas where it is mandatory. Please refer to details (in French only) here.
C. Before the Defence or Presentation

a) Room Reservation

Rooms **L-1720** (Lassonde Building, 1st floor) and **M-1120** (Lassonde Building, 1st floor) have been reserved for thesis defences and presentations for the **Autumn 2020 session**.

However, in order to avoid time conflicts, it is imperative to notify the Études Supérieures’ *Agente de département* (Departmental Aide) at: etudes.superieures@polymtl.ca to ensure room availability.

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Room Booked</th>
<th>Max. room capacity</th>
<th>Characteristics</th>
<th>Room Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis defense or presentation</td>
<td>Reserved multi-media room</td>
<td><strong>17 people</strong></td>
<td>• Stationary desks • 2 - HD Projectors • HDMI Connector • “Touch” monitor • Wireless microphone • White board • Air conditioning</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>L-1720</strong></td>
<td>with 1.5m of physical distancing</td>
<td>• Stationary desks • 2 - HD Projectors • HDMI Connector • “Touch” monitor • Wireless microphone • White board • Air conditioning</td>
<td></td>
</tr>
<tr>
<td>Jury Deliberation</td>
<td>Reserved multi-media room</td>
<td><strong>17 people</strong></td>
<td>• Stationary desks • 2 - HD Projectors • HDMI Connector • “Touch” monitor • Wireless microphone • White board • Air conditioning</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M-1120</strong></td>
<td>with 1.5m of physical distancing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) The Invitation

As soon as the Jury Chair has provided their consent to proceed with the thesis defence or presentation (after having received and read jury members' reports), then the *Agent de département* and the student will work together to schedule the defence or presentation either in-person, or remotely via Webex Meetings Pro¹, Via² or Zoom³.

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¹ Should this not be the case, please contact: compte.creation@polymtl.ca or jose.perez@polymtl.ca to get an account that will enable you to create meetings.
² [https://www.polymtl.ca/si/audiovisuel/web-collaboration](https://www.polymtl.ca/si/audiovisuel/web-collaboration)
³ Link to recommended tools for educational professionals: [https://www.polymtl.ca/si/outils-de-collaboration-covid19/outils-recommandes-pour-les-enseignants](https://www.polymtl.ca/si/outils-de-collaboration-covid19/outils-recommandes-pour-les-enseignants) Note that the *Service informatique* does not provide support for Zoom.
If difficulties are encountered, the *Direction des études supérieures* (etudes.superieures@polymtl.ca) can provide assistance in terms of scheduling the remote defence.

It is the *Agent de département*’s responsibility to ensure that all jury members are aware of how the defence or presentation will take place (in-person or using an online platform).

At least five (5) working days before the thesis defence or presentation, the guest list must be sent to the *Service de sûreté* (sur-acces@polymtl.ca), with the following specific information: Guests’ first and last names; room number; date and time of event; and Research Director’s name.

It is strongly recommended that defences and presentations be by invitation, to ensure that students can present their dissertation or thesis in front of an audience comprising mainly family and colleagues.

c) The General Public

Unless otherwise noted, thesis defences and presentations are public, i.e. open to students and professors from the program, the department, industrial partners, and the student's guests.

The maximum capacity of room **L-1720**, (17 people) must be respected, including physical distancing of **1.5 meters** between individuals. Physical distancing measures do not apply to individuals from the same family.

The student must stand at least **2 meters** from the jury and guests.

With the Jury Chair’s approval, guests will be able to connect remotely during a face-to-face presentation or defense.

**D. During the Defence or Presentation**

Due to confidentiality concerns, the Jury Chair must remind the student at the beginning of the meeting that it is **strictly forbidden** in any way whatsoever to record video or audio during the presentation or defence.

**E. Deliberation**

Once the student's presentation has been completed and the jury has posed its questions, jury members will be go to room **M-1120 of the Lassonde Building**.
Should a jury member be located off-campus, a selected jury member will be able to contact the individual (via cell phone or computer), so the deliberations may take place in the presence of all jury members.

**Room M-1120** is automatically reserved *(via the Agent de département)* with room **L-1720** to ensure that deliberations are held in-camera between jury members, without the presence of the student or guests.

Guests and student must remain in room **L-1720** for the duration of deliberations.

**F. Announcement of Result**

After deliberation, jury members will return to room L-1720.

The *Direction de la Formation et de la Recherche* recognizes that the announcement "The dissertation or thesis is accepted" is a unique and significant step in a student's academic career.

However, Polytechnique reminds everyone that **at all times, a physical distance of 1.5 meters must be maintained between all individuals present in the room**, with the exception of members of the same family.

*It is strictly forbidden to exchange handshakes, hugs, or take pictures with jury members.*

**G. Hybrid Defences or Presentations**

If one of the jury members is unable to travel, then a hybrid defense or presentation can take place.

The *Direction des études supérieures* recommends that thesis defences or presentations be held via WebexMeetings Pro, Via, or Zoom, all of which are online platforms approved by Polytechnique Montréal's *Services Informatiques*.

If and when new platforms are accepted by the University Executive and *Services Informatiques*, students will be informed.

However, if jury members wish to use another platform, they must guarantee technical support and ensure that various confidentiality measures are respected. In this scenario, jury members will also have to transmit, to all those involved in the presentation or defence,
all information they deem necessary for the smooth running of the remote dissertation presentation defence.

To organize a remote thesis defence or presentation, please refer to the “Guide for the Conduct of Dissertation Presentations and Thesis Defences via Video Conferencing,” available on the Polyvirtuel website.

The Direction des études supérieures strongly recommends that technical rehearsals be held at least two (2) days prior to the defence or presentation to enable the student to:

- Test their computer to ensure it supports the applications
- Test the stability of their Internet connection
- Test their computer's microphones, speakers, and camera
- Upload and host a PowerPoint presentation

Students and jury members must have contact information for technical support staff in the event of technical issues.