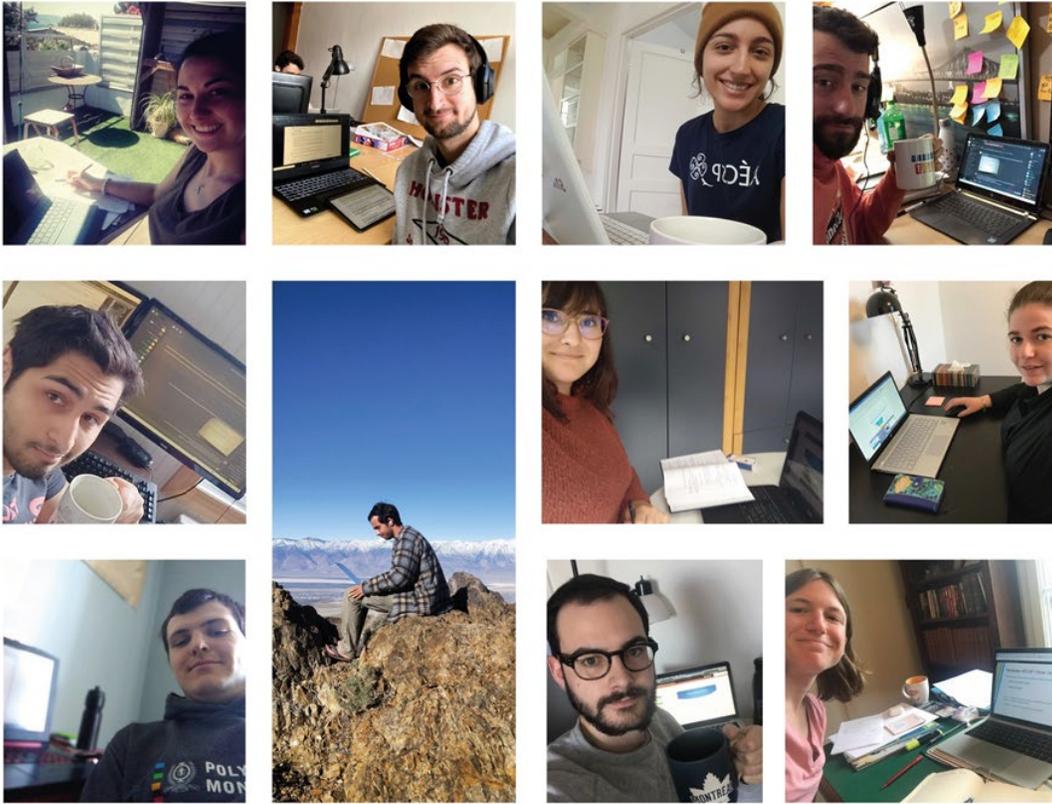


Guide for the Conduct of In-person Dissertation Defences and Thesis Presentations



**POLYTECHNIQUE
MONTREAL**

UNIVERSITÉ
D'INGÉNIERIE

A. General Guidelines

To offer favourable, fair, and safe conditions for all Polytechnique Montréal students, the *Direction des affaires académiques et de l'expérience étudiante* has developed a guide for the conduct of thesis defences or presentations in person or in hybrid mode.

If the student, or one of the jury members, or one of the guests is in one of the following situations, he or she must not report to Polytechnique, and must attend the presentation or thesis defense by videoconference:

- is affected by COVID-19;
- has one COVID-19 symptom;
- has had physical contact with an individual with COVID-19 and is not adequately protected;
- has travelled outside the country less than 14 days previous and is not adequately protected;
- must be quarantined.

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>

B. Health and Safety Measures

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.

Procedural masks are no longer required in post-secondary educational institutions. However, masks are an effective means of preventing the spread of COVID-19 and we encourage you to wear one. The university provides free masks at the entrance of several of our buildings.

For more details, please consult this page: [Instructions and guidelines](#)

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

C. Before the Defence or Presentation

a) Room Reservation

The student must consult the Student Records Officer in her or his department, who will reserve a room for the presentation or defense and another room for the jury deliberations.

b) The Invitation

The Student Records Officer and the student will work together to schedule the defence or presentation either in-person, or remotely via [Webex Meetings Pro](#)¹, or [Zoom](#)².

If difficulties are encountered, the *Direction des affaires académiques et de l'expérience étudiante* can provide assistance in terms of scheduling the remote defence (etudes.superieures@polymtl.ca). It is the Student Records Officer 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).

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.

Cases and close contacts who end their self-isolation period before Day 10: Keep 2 meters away from others whenever possible.

D. Deliberation

Once the student's presentation has been completed and the questions asked, the jury has posed its questions, the members of the jury can go to the room reserved for the deliberations of the jury.

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 with all jury members.

Guests and student must remain in room reserved for the duration of deliberations.

E. Announcement of Result

After deliberation, the jury members will return to reserved room.

The *Direction des affaires académiques et de l'expérience étudiante* recognizes that the announcement "The dissertation or thesis is accepted" is a unique and significant step in a student's academic career.

It is not recommended to exchange handshakes, hugs, or take pictures with the jury members.

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 Link to recommended tools for educational professionals: <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.

F. Hybrid Defences or Presentations

The *Direction des études supérieures* recommends that thesis defences or presentations be held via [WebexMeetings Pro](#)³, [ou Zoom](#)⁴, all of which are online platforms approved by Polytechnique Montréal's *Service Informatique*.

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 Graduates studies [website](#).

The *Direction des affaires académiques et de l'expérience étudiante* 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.

³ Si ce n'est pas le cas vous pouvez contacter compte.creation@polymtl.ca ou jose.perez@polymtl.ca pour obtenir un compte qui vous permettra de créer des réunions.

⁴ Lien vers les outils recommandés pour les enseignants : <https://www.polymtl.ca/si/outils-de-collaboration-covid19/outils-recommandes-pour-les-enseignants>. Notez que le service informatique ne donne pas de soutien applicatif de Zoom.