**MSc Thesis Examination – Remote Participation**

**Candidates must email this form to kathleen.petts@schulich.uwo.ca, with their supervisor(s) copied.**

Due to COVID-19, the School of Graduate and Postdoctoral Studies (SGPS) recognizes that any combination of the candidate, the chair, the internal, university and/or external examiners may need to participate remotely. However, SGPS urges that where possible, some participants, ideally at least the candidate and chair, are present on campus for the examination.

Please enter each participant’s name, a phone number **at which they can be reached during the examination if necessary**, and whether their participation will be remote, or in-person.

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| --- | --- | --- |
| **Participant Type** | **Participant Name** | **Phone number during exam** |
| Candidate | Click or tap here to enter text. | Click or tap here to enter text. |
| Chair (to be entered by MBP) | Click or tap here to enter text. | Click or tap here to enter text. |
| Program Examiner | Click or tap here to enter text. | Click or tap here to enter text. |
| Program Examiner | Click or tap here to enter text. | Click or tap here to enter text. |
| University Examiner | Click or tap here to enter text. | Click or tap here to enter text. |
| Supervisor | Click or tap here to enter text. | Click or tap here to enter text. |

You will choose a primary conferencing technology, and a backup technology in case the primary technology fails. Zoom Pro (<https://wts.uwo.ca/zoom/index.html>) is the recommended primary technology. Blackboard Collaborate UE (<https://owlhelp.uwo.ca/instructors/tools/collaborate/index.html>) is a recommended backup.

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| Primary conferencing technology | Click or tap here to enter text. |
| Backup conferencing technology | Click or tap here to enter text. |

**All examiners participating remotely must send (**to kathleen.petts@schulich.uwo.ca) **a complete list of questions to be asked on their behalf at the thesis examination no later than five days prior to the examination.** These questions will be provided to the examination Chair and will be asked on behalf of the examiner if all conferencing technologies fail.

**Candidates must test both the primary and backup conferencing technologies with all remotely-participating examiners at least 48 hours prior to the examination.** Once such testing has been completed, candidates must send an email to the MBP office (kathleen.petts@schulich.uwo.ca), with their supervisors copied, confirming that testing has been completed successfully.

**Candidates must send their presentation slide decks to all examiners at least 48 hours prior to the examination.** If both the primary and backup technologies fail, a teleconference will be arranged (instructions on the next page) using the examiners’ provided phone numbers, and in this scenario, examiners will need to view your slides on their computers.

