

Guidelines and Requirements for Off-Campus Oral Defenses
College of Graduate Health Sciences
The University of Tennessee Health Science Center

All Master's and Ph.D. candidates must give a public oral defense in partial completion of their graduate degree requirements. While the UTHSC campus allows public access for this purpose, some sites at which students are primarily located have restricted public access. Therefore, a student wishing to do their oral defense at a site other than UTHSC **MUST** follow these guidelines and requirements.

1. The oral defense site must be able to provide both audio and video feed to UTHSC during the public portion of the defense:
 - a. the audio feed must provide both the student and audience voice, as well as any audio media presented by the student;
 - b. the video feed must provide the visual media being presented by the student (e.g., slides, movies, visual aids).
2. The oral defense site must provide real-time audio response capability from UTHSC to allow questioning of the student.
3. The student should work with their program director and IT to locate and reserve a room at UTHSC that is capable of receiving the audio and video feed, and has the capability of allowing real-time audio response.
4. The defense must be scheduled with the College at least two weeks in advance to provide adequate time to make preparations.
5. The student and mentor are responsible for testing the connection between UTHSC and the oral defense site to ensure all of the requirements are met. Testing should occur with enough time prior to the oral defense to remedy any problems or reschedule rooms, as necessary.
6. If physically possible, all of the student's faculty committee must be present at the oral defense site during the public and committee portions of the defense. If a faculty committee member is at a distant location, the student must make **separate** arrangements for that committee member to participate in the public and committee portions of the defense.
7. The student should ensure that at least one faculty member who is not on the student's faculty committee (preferably the program director or College administrative faculty) will attend the oral defense. This will allow the oral defense to proceed in the event of an acute technical difficulty.

The College of Graduate Health Sciences reserves the right to review and set other conditions as may be needed.

Failure to follow these guidelines and requirements may force the cancellation of the oral defense!