

Petition for Remote Committee Participation

Committee Members: Graduate Division procedure for the Dissertation Defense requires the physical presence of a simple majority of the committee. Whereas it is preferable that all committee members be present, in cases where this is not possible remote participation by teleconferencing is possible by requesting an exception in advance of the defense if the following conditions are met:

- Advance written agreement of the student and all committee members has been obtained and submitted to the Graduate Records Office;
- All materials, including any visual aids, have been distributed in advance to the remote member;
- The remote member (s) participate(s) in the entire and complete course of the meeting;
- The committee chair has accepted responsibility for the oversight of any logistical arrangements necessary; and
- Any costs associated with tele- or videoconferencing have been accounted for in advance. Such costs are not the responsibility of the Graduate Division.

Chair and/or University Representative: If the Chair and/or University Representative cannot be physically present for the defense, he or she must participate by some form of video technology. The petition form must be accompanied by a memorandum to the Associate Dean specifying:

- The reason why the Chair and/or University Representative must participate remotely.
- That the University Representative is willing to confirm that the conduct and outcome of the defense were not adversely affected by remote participation.
- And that the technology used will be of sufficient and consistent quality such that each committee member can be seen clearly on screen and that all visual material, such as graphs or tables, can be viewed equally well by those present and participating remotely.

Suggestions for Successful Remote Participation

- If the chair is not physically present, one of the committee members should take the role of host/manager of the meeting to introduce the student, greet the audience, monitor questions, etc. after consulting with the chair.
- It has been the experience in some committees that the technology has proven to fail or been otherwise unreliable so it is strongly advised that some back-up technology be in place.
- The audio should be such that there is no time lag in the audio between sites inasmuch as this could lead to miscommunication of questions and answers.
- A competent IT technician who is well versed in the use of the technology employed should be present for the entire duration of the defense in the event that technical difficulties arise.
- If possible, the entire defense, with the exception of the committee's deliberations, should be recorded so that the defense may be reviewed in case of any disputes or problems.
- Because the defense is public, the room should be large enough to accommodate anyone who seeks to attend.

UNIVERSITY OF HAWAII AT MĀNOA

Graduate Division
Student Academic Services
Records Office

Petition for Remote Committee Participation

To be completed by the student

Name _____ UH ID No. _____
LAST, FIRST, M.I.

Graduate Program _____ Degree Objective _____
INCLUDE SPECIALIZATION IF APPLICABLE.

Telephone: _____ Email: _____

Means of Participation for Remote Member: Teleconference Videoconference
 Other _____
SPECIFY

Name of Department Underwriting Costs: _____

I certify that I have read and understand the policies and instructions for this form.

Signature of Student _____ Date _____

Obtain approval signatures from the committee: (Faxed signatures are acceptable.)

We certify that this petition is in compliance with the policies and instructions for this form. We agree to the remote participation of the committee member indicated below.

Name (Type or Print)	Signature	Date
Chair		
University Representative		
Remote Member		
Member		
Member		
Member		

GRADUATE DIVISION ACTION
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved By _____ Date _____
Remarks

C: Graduate Program