



UNIVERSITY  
of HAWAII®  
MĀNOA

## Petition for Remote Committee Participation

*Committee Members:* Office of Graduate Education (OGE) procedure for the Thesis 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 OGE;
- 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 OGE.

*Chair:* If the Chair 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 must participate remotely.
- 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.

