

**ARRANGEMENT OF PRE-DEFENSE AND DEFENSE**

Preparation Date: 31<sup>st</sup> July 2018

Applicable from: 01<sup>st</sup> September 2018 (MSHRM 2K15 onwards)

**The defense and pre-defense will be arranged thrice in an academic year. Subject to availability of HOD, supervisor, GEC, and faculty panel, it will be held in December, April, and September each year (Also referred as Defense Months). Since the GEC needs at least 4 weeks to assess a thesis, student needs to submit the thesis on 01<sup>st</sup> March 2019 to qualify to defend the thesis in April 2019 (Similar timeline is applicable to other defense months).**

The step by step procedure is following.

<b>STEP 1</b>	After the thesis completion supervisor and student need to assure that the thesis fulfills all the requirements set out in thesis guidelines document including the word limit and formatting. The supervisor then needs to approve the thesis and send an email to Programme Head (MS HRM) suggesting that student is now ready for pre-defense.
<b>STEP 2</b>	The student needs to submit two hard copies (soft bound) to the two GEC members (As assigned in TH1 form). The student would be required to send an email to Programme Head confirming the same.
<b>STEP 3</b>	Programme Head will assign deadline to GEC members to provide detailed in-depth feedback and lead the Q&A session in Pre-defense as well. The feedback should be provided in writing within four weeks of assignment.
<b>STEP 4</b>	Once written feedback is received from Reader and GEC, Programme Head will arrange the pre-defense in the next available defense month.
<b>STEP 5</b>	Student will be required to give a 20 minutes presentation on the day of Pre-defense in front of a faculty panel. Student should bring two hard copies of the thesis for the faculty panel on the day of the pre-defense.
<b>STEP 6</b>	Programme head will email the written comments by GEC and Panel within one week of pre-defense.
<b>STEP 7</b>	Student will be required to address the comments in consultation with their supervisor. Once student has addressed the comments they will be required to send (email) the amended thesis along with a document detailing the changes to GEC members. The student will be required to answer each and every comment (changes made in the thesis with page numbers) given out in the written document.
<b>STEP 8</b>	Supervisor will go through the changes to see if they have been up to the mark. Once Supervisor has approved the changes they will be required to email the Programme Head so a defense can be arranged. Student will be required to submit TH3-A form in written and scanned form. Programme Head will then arrange the final defense in the next available Defense Month.
<b>STEP 9</b>	The final defense will include a 20 minutes presentation of completed thesis including the changes that were made as result of pre-defense. Student should bring two hard copies of the thesis for the faculty panel on the day of the defense.
<b>STEP 10</b>	After the defense presentation, student will be informed about the outcome. Subject to passing student will submit the necessary forms to complete clarification process and obtain the degree.

**Important to remember**

- The presentation times for pre-defense and defense will be strictly followed. Students are advised to prepare their presentation within the defined timeline.
- Students are advised to stay in touch with the GEC throughout the duration of their thesis. With the help of GEC and supervisor's feedback students should improve their research. However once they have submitted the final draft they cannot ask for feedback or make changes in presentation or thesis prior to pre-defense.
- Pre-defense and defense will possibly be cancelled in absence of any of the following
  - Supervisor
  - GEC Members
- A 'representation and resubmission' outcome of pre-defense would mean that the process will restart from Step 1.