1. Before Defence: External is unable to complete review of thesis and corresponding report
   a. Notify Associate Dean of situation including timeframe to defence
      i. Confirm if any additional External nominees are approved by the Committee
   b. Supervisor asked for additional External nominees (if no approved Externals remain)
      i. If a new External can be recruited, examining committee and student should be consulted regarding a change to the defence date to accommodate new Examiner’s schedule and allow them sufficient time to examine the thesis and prepare their report
   c. If no Externals can be identified, Associate Dean will connect with Supervisor and Chair to jointly decide on most reasonable Internal Examiner to be proposed to the Dean of SGS, with a brief explanation, for approval for this unusual circumstance. Availability of Internal to be confirmed before approaching Dean.
      i. Internal Examiner should be sufficiently familiar with the subject matter and can come from another faculty, if appropriate. In all cases, the arms length principle should be observed.

2. Defence is about to start and External doesn’t appear either remotely or in person:
   a. External report received with questions but insufficient basis for a vote
      i. Wait 30 minutes to see if External can connect/appear. Chair or Supervisor should contact External via email and phone.
      ii. Proceed without External.
      iii. Chair will ensure and determine that Externals questions are assigned, asked, and reasonably considered.
   b. External report received but no questions submitted and insufficient basis for a vote
      i. Wait 30 minutes to see if External can connect/appear. Chair or Supervisor should contact External via email and phone.
      ii. Chair will review report received with remaining examiners and decide what questions, if any, might be reasonably asked based on the report. (That discussion should be in camera prior to the candidate or any audience being admitted.) Chair will decide who should ask any questions so derived. If report is entirely laudatory, no questions need to be derived.
      iii. Defence should proceed.
   c. External Report not received and insufficient basis for a vote
      i. Defence would have already been postponed already if no report was received.
3. **Remote committee member loses connection, insufficient basis for a vote**
   
i. No more that 10 minutes should be taken trying to reconnect before proceeding without that member.

   ii. Vote should be taken with remaining committee members.

4. **Two remote participants (one External and one committee member) lose connection**
   
i. No more than 10 minutes should be taken trying to reconnect before proceeding.

   ii. In camera discussion prior to vote should include assessment of how questions were handled prior to the connection dropping.

   iii. Vote should be taken with remaining committee members.

5. **Connection to remote External lost midway through defence but we have the questions**
   
i. No more than 10 minutes should be taken trying to reconnect before proceeding.

   ii. Chair will ensure and determine that Externals questions are assigned, asked, and reasonably considered.

6. **Connection to remote External lost midway through defence and we do not have the questions**
   
i. No more than 10 minutes should be taken trying to reconnect before proceeding.

   ii. Chair will call for a brief adjournment and will review report received with remaining examiners and decide what questions, if any, might be reasonably asked based on the report. (That discussion should be in camera prior to the candidate or any audience being re-admitted.) Chair will decide who should ask any questions so derived. If report is entirely laudatory, no questions need to be derived.

7. **Committee member doesn’t show, quorum is met (Chair, Supervisor, External and 2 Committee Members are present)**
   
i. Proceed.

8. **Committee member doesn’t show, quorum is not met (Chair, External and Supervisor present)**
   
i. Proceed.

9. **Chair doesn’t show (extra Committee Member available)**
   
i. Brief adjournment while extra committee member is briefed on requirements and obligations of being a Chair.

   ii. Proceed.
10. Chair doesn’t show (no extra Committee Member available)
   i. Adjourn for up to an hour while an Associate Dean or other non-committee member chair is sought. Contact SGS immediately for support at gthesis@mcmaster.ca.
   ii. Attempt to reschedule later in the day or next day when someone is available to chair.

11. Supervisor doesn’t show
   i. Wait for the Supervisor to arrive for 30 mins.
   ii. Attempt to reschedule later in the day or next day when the Supervisor can attend. Consideration for rescheduling at a later date must be given if illness prevents participation.

12. Remote Supervisor loses connection, insufficient basis for a vote
   i. No more that 10 minutes should be taken trying to reconnect.
   ii. Attempt to reschedule later in the day or next day when the Supervisor can attend.