



**Campus:**

Bridgeway Boulevard  
Sausalito, California 94965 USA

**Postal Mailing Address:**

PO Box 564  
Mill Valley, California 94942 USA

**Website:** [www.EnergyMedicineUniversity.org](http://www.EnergyMedicineUniversity.org)

**Phone:** 415-331-1011

**Fax:** 415-331-9293

**EMP 991: Dissertation Defense** (1 credit)

## **Oral Defense of the Dissertation**

After being advised by the committee Chair that the dissertation draft prepared in EMP990 is accepted by the committee as ready for defense, the student must pass an oral defense of the dissertation. **See the semester schedule for deadlines.**

The oral defense will be held on a telephone conference call, and will last from 60 to 90 minutes. The scheduling of the telephone conference call will be handled by the Chair of the graduate student's committee. It will be scheduled with at least ten days notice. Such exams may not be scheduled on Saturday, Sunday, or national holidays. If students or committee members are not from the U.S., an effort will be made to honor their national holidays as well.

Prior to scheduling the defense, as a prerequisite for the committee members to evaluate the draft of the dissertation and agree that the draft is acceptable to defend, it is the responsibility of the student to provide the faculty members either machine readable electronic files, or a paper copy of the document, whichever is preferred by the faculty members.

The defense will be evaluated by the committee. At its conclusion the committee will go into private session and a grade of Satisfactory, Unsatisfactory, or Honors will be awarded.

The student will make any final changes in the manuscript required by the committee, and provide a final bound document to the University, and a bound copy to each committee member who requests one. The final hard copy should be bound in a black hard binder with the title, date, and student's name affixed to the front and side of the binder. The student should observe other bound dissertations from other universities and academies and have this document bound professionally by a university or independent printer or press.

## **From Student Handbook:**

### **ORAL REVIEW - DEFENSE OF DISSERTATION**

Upon completion of the manuscript the student will undertake the Oral review of Thesis or Dissertation. Although members of Administration do not take part in the formal Oral Review, they should be aware of the student's progress through the process. This is a very stressful time for the students and faculty and administration should be available to give students support and encouragement.

#### **Procedure for Oral Review of Dissertation Qualifying Exam: Proctor**

California Code of Regulations

Title 5. Education Division 7.5.

Private Postsecondary Education

The formal evaluation procedures shall provide the committee as a whole with the opportunity to jointly examine the candidate.

If the candidate is not physically present and the evaluation must take place by telephone or other means of electronic communication, one of the following shall apply:

- (A) One faculty member on the student's doctoral committee from the main location (i.e., the state in which the program is licensed or otherwise officially approved) must be present at the location where the doctoral student is examined.
- (B) A proctor, selected and approved by the doctoral committee, shall sit as an observer with the student at the distant location and verify, under penalty of perjury under the laws of the State of California, the identity of the student and the facts that the student received no prompting by anyone and did not have access to unallowed materials during the evaluation process.

## **Scheduling the Oral Defense Examination**

As soon as you receive authority for the Oral Defense from the Committee Chair, you should prepare and distribute complete copies of the draft manuscript to all members of your Committee. Then you should work with the Committee Chair to determine a suitable date and time for the Oral Defense. If you are completing a coursework degree, you should allow at least four weeks from the date the manuscript is provided for review to the Committee members. If you are a PhD by research candidate, you should allow twelve weeks.

The Committee Chair will communicate the details of the Oral Defense to you and all Committee members in writing by email at least three weeks prior to the event. You should make the actual arrangements, under the direction of Committee Chair, and schedule the conference particulars with the telecommunications company. The Oral Defense must be recorded, and the recording must be forwarded to Administration before you can graduate and receive a diploma.

## **The Examination**

At the appointed time on the date of the Oral Defense you should initiate the electronic conference connection with the telecommunications company bringing on line your Committee.

During the Oral Defense, Committee members will present at least three focus questions relative to your manuscript in an order determined by the Chair who should assure that the important issues are covered in an expedient manner. The presentation of each of the focus questions should take approximately one minute. You will be asked to reply to each question, limiting the response to a five-minute period. Then, regarding their focus question, Committee members will have an opportunity to provide a follow-up question to you. Follow-up questions should take one minute for presentation. You should reply to each follow-up question in order, limiting each reply to three minutes. The process of presenting the remaining focus questions will proceed in this same manner with a maximum time of 15 minutes being allotted to cover each focus question, respectively.

### **Committee Assessment**

At the completion of the Oral Defense, the student will depart the conference, allowing the Committee members a brief time for follow-up discussion before closing. The final grade for the oral defense shall be determined by consensus or vote of the committee. When the student returns to the conference they will be informed of the committee's decision.

There is only a pass or fail grade for the Oral Defense. In the case of opposing opinions on the Committee, the Office of the President will provide mediation services, so a final decision can be reached.

### **In the Case of a Failure**

Should you fail the Oral Defense, the Chair of your Committee will assign corrective actions that must be satisfactorily completed before you receive final approval leading to the awarding of the degree. If your corrections have been substantial, the Chair may require you to again undertake the full process of the Oral Defense, at your expense.

### **Final Approval**

The Degree Program Completion form is completed by the Chair following the commentary and recommendations of the Committee. The Program Completion form is then forwarded to the Office of the Registrar and the Chair recommends that the degree be awarded, and if so with distinction.

The Dean of Academics:

- Reviews the completeness of the student's record.
- Verifies that the final manuscript has been sent to the University.
- Once satisfied that all elements are in order the Dean of Academics signs and dates the final approval. At this stage the Dean of Academics will determine whether the degree is to be awarded with distinction, taking into account the final evaluation report of the committee members.
- The Dean of Academics submits the degree completion affidavit to the Registrar for recording in the student's record. A copy of the final approval will be delivered to the student.

**Bound Dissertation**

Once final approval is awarded, the student must send one bound copy with the signature page to the University for library archival.

All binding is to be organized by the student at the student's expense.

The student must make arrangements directly with members of the Doctoral Committee to provide them with bound copies of the final manuscript.