

Script to be read at the beginning of the defense by the moderator:

Dissertation Defense Script – Sample

Moderator Introduces the Defense Process

Thank you for joining us today, for [Name's] dissertation defense. I'm [Name] from [Dept.] and I will be moderating the proceedings.

In the School of Health and Rehabilitation Sciences, we ask that you hold questions until after the candidate's presentation. After [Name's] talk, questioning will proceed in stages, starting with the general audience and ending with the dissertation committee. I will introduce each stage of questioning as it occurs. For all members of the audience, please keep in mind that although it is tempting for faculty to answer questions or clarify points, the goal of this exercise is for the student to independently defend the work that has been completed.

Moderator Introduces Committee Members

The dissertation committee members are: [Introduce each by Name, titles, starting with Chair and ending with External Member]

Moderator Initiates the Presentation

Now [Name] will present his/her study, [Title].

Moderator Initiates the Presentation Now [Name]

Stage	Time	Active Participation
Formal presentation by the candidate, followed by questions from the general audience	no more than 30 minutes ~ 10 minutes for questions	General audience (students, practitioners, non-graduate faculty)
<i>Moderator concludes the formal presentation, and announces that the general audience is now excused, and that the oral examination will proceed with only members of the Academic Community in attendance, namely, graduate students, faculty, graduate faculty, and other qualified individuals who have been previously identified by the Dissertation Committee (e.g., MD serving as content expert on Dissertation Committee).</i>		
Graduate Faculty Questions	~ 15-20 minutes	Graduate faculty of SHRS and the greater University who are not members of the dissertation committee
Dissertation Committee Questions	~ 30 minutes	Members of the Dissertation Committee Only. The entire audience is welcome to remain in attendance.
The audience, other than the Dissertation Committee and Moderator are excused.		
Deliberation and Recommendations	Time as needed	Members of the Dissertation Committee are present. The moderator is a silent observer during this portion. The candidate is present for more probing questions if the committee deems this necessary, but absent during deliberations, and then present again during recommendations and procedural discussions.

Moderator Checklist

Student Name: _____ Defense Date: _____

Moderator Name: _____

During the defense, the moderator will complete the following check list, to be submitted to the Department Secretary who will forward it to the Associate Dean of Graduate Studies. Please record actual times for each portion of the defense. These data will help with auditing the dissertation defense process.

Procedural Check List

- | | | |
|-------|----|---|
| YES | NO | Script was read to introduce the dissertation defense |
| _____ | | Record the length of the student's talk (~30 minutes) |
| _____ | | Record the length of general audience questioning (~ 10 minutes) |
| _____ | | Record the length of graduate faculty questioning (~15 - 20 minutes) |
| _____ | | Record the length of dissertation committee questioning (~ 30 minutes) |
| YES | NO | Was student further questioned in private session with the dissertation committee? |
| _____ | | Record the length of the private questioning session if held |
| _____ | | Record length of deliberations |
| YES | NO | Was the student notified of the final committee decision? |
| YES | NO | Was student provided with specific details on finalizing the document ? |
| YES | NO | Did faculty need to be reminded during the proceedings to refrain from answering for the student? |