

## The thesis defense

The thesis defense is organised by you. You must allow at least two weeks before your planned defense to inform the EnvEuro secretariat of your intention to defend your thesis. It is your responsibility to arrange the date and time that your thesis defense will take place and to ensure your supervisor and co-supervisor (and external examiner at SLU), the EnvEuro secretariat, friends and family are all informed of the date and time. The defense is conducted online as not all parties to the defense are able to meet in person. The defense should be done in the company of the supervisor (and external examiner for SLU) with the co-supervisor attending online.

Please note: your supervisor and co-supervisor must be aware that the defense is managed online and must be done simultaneously with all required parties present e.g. supervisor and co-supervisor (and external examiner at SLU and the University of Copenhagen).

Here is a list of check points to ensure your thesis runs as smoothly as possible.

- Look at the calendar in [SimplyBookMe](#) to see which dates are free for defending your thesis online – allow at least 2 weeks for scheduling and organisation:
  - Login username: enveurodefense
  - Password: enveurodefense
- Propose a date and time to your supervisor and co-supervisor (inform them that you need an answer soon in case the dates are taken by another student).
- Fix the date and time agreed with your supervisor and co-supervisor and then go to [SimplyBookMe](#) to book a date for your defense.
  - Login username: enveurodefense
  - Password: enveurodefense
- Inform the EnvEuro secretariat and forward them a copy of your thesis (unless you are at SLU where you will send the copy after you have made any requested corrections arising from your defense); ensure you have a clear response from the EnvEuro secretariat that they are aware of the date and the EnvEuro Host has been informed. The EnvEuro Host is the person who will coordinate the thesis defense online and ensure all equipment and procedures are correct.
- Confirm the date with your supervisor and co-supervisor (and external examiner at SLU), the EnvEuro secretariat, friends and family.
- Book a quiet room that has a projector for the date you have reserved for your defense at your host university. This is the room where your defense will take place – and where you and your main supervisor will sit (with the external examiner if you are at SLU or in the University of Copenhagen) and your invited friends and family.
- Agree with the EnvEuro Host about what platform you will be using to present your thesis and communicate with your co-supervisor (adobe Connect is recommended – but others are acceptable so long there is a video and conferencing option)).
- Contact the IT department at your university to get a webcam, a microphone and speakers (if they are not already there). The microphone should have a long cable so it can be passed around.
- Send a copy your thesis to the EnvEuro secretariat
- The EnvEuro Host will contact you regarding an audio and equipment check (which should take place at least 10 days before the defense). Please ensure you arrange a date with the EnvEuro Host for this audio and equipment check (at least 10 days before the defense).
- Check that your co-supervisor has arranged an audio-check with the EnvEuro Host.
- Send your thesis defense presentation to the EnvEuro Host the evening before your thesis is scheduled to be defended.
- Arrive at the room you have booked to defend your thesis in at least 10 minutes before your thesis starts. You will be met online by your EnvEuro Host who will accompany you through the thesis defense and ensure the equipment operates and all procedures for an EnvEuro defense are observed.