

Information and tips to carry-out zoom PhD defenses at the Faculty of Agriculture of the University of Bonn

Please be aware that it is not advisable that the PhD student itself is hosting the zoom meetings. Regarding the official public part, we recommend to organise an administrative moderator. For the non-public part of the PhD defense the chair or another member of the PhD committee, who is familiar with zoom should host the zoom meetings for link 2 and 3.

- The administrative moderator (AM) of the zoom virtual PhD defense is at the same time the zoom-host. That means it is the person opening the meeting and responsible for the administrative succession of the public lecture and scientific debate. The AM/host should prepare the zoom link, meeting ID and password.
- It is necessary to generate three ZOOM-links:
 - ZOOM-Link 1: public part, duration ca. 60 min
 - ZOOM-Link 2: disputation, non public, duration ca. 60 min
 - ZOOM-Link 3: assessment of the doctoral examination procedure, duration ca. 30 min
- Before setting up the zoom defense, make sure you establish a so called “Warteraum/ waiting room” and do not forget the password. All participants entering the meeting should be automatically put mute (standard settings)
- The host/AM has to open the **first zoom link** for the public part of the PhD defense and has to enable the PhD student to share the screen.
- The PhD student and the PhD defense committee should enter the public meeting first
- The audience stays mute during the complete public part of the defense. If the audience has questions, they can raise the blue hand and only then will put unmute for the time asking questions. The AM should not forget to put the person back to mute and lower the blue hand.
- Before the start of the defense the AM or the chair of the PhD defense committee, should welcome everyone and explain the process and how it is technically performed.
 - ✓ audience will stay mute during the presentation
 - ✓ disable video if you do not have a good internet connection
 - ✓ questions only at the end of the presentation
 - ✓ to ask questions you need to raise the blue hand
- After the PhD presentation, the chair of the PhD defense committee will unmute to moderate the discussion.
- Once the public discussion is over, the AM will close the meeting.
- To start the non-public part of the defense the host has to open the **second zoom link** for the new zoom meeting. Again, to set up the meeting please set up the waiting room and use the password.
- Once the exam is over the meeting is closed and the **third zoom link** is opened by the host.
- The PhD student will **not** participate in the discussion of the result of the defense. The PhD student will be informed about her/his performance by one member of the PhD committee.

All three zoom links, Meeting IDs and passwords and names of the AM/host have to be send to the Promotionsbüro (Regina Kirchner-Bierschenk promotionsbuero@lwf.uni-bonn.de, Matina Hohensee promotionsbuero_gug@lwf.uni-bonn.de) at least 3 weeks prior the PhD defense takes place.

For further questions, please contact:

Dr. Eveline Bergmüller: eveline.bergmueller@uni-bonn.de

and/or Dr. Susanne Plattes: s.plattes@uni-bonn.de