



# Doctoral Defence online at the University of Skövde<sup>1</sup>

The instructions were ratified by the Faculty Board 14 april 2021 and are in effect as of the same date.

Registration number HS 2024/365

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<sup>1</sup> This is a translation of the Swedish version (Anvisningar för disputationer online vid Högskolan i Skövde, registration number HS 2021/348.) In the event of any discrepancy, the Swedish version of this document shall prevail.

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# 1 Doctoral Defence online

In accordance with the Guidelines for Examination in Doctoral Studies at the University of Skövde (the University), doctoral defence seminars and licentiate seminars are to be public. Under certain special circumstances, it may not be possible to conduct these seminars on campus at the University. The instructions below describe, in the form of questions and answers, how doctoral defence seminars and licentiate seminars may be conducted at the University in spite of such obstacles. The instructions refer to 'doctoral defence' as a general term, but it also includes licentiate seminars when applicable

## 1.1 How are online doctoral defences conducted at the University?

Online doctoral defences are conducted via live broadcast using the Zoom tool. A link to the live broadcast is sent in the invitation to eligible participants. The webcast must also be registered with the Swedish Broadcasting Authority via the following link:

<https://www.mppt.se/sv/att-sanda/tv/>.

## 1.2 How do we invite eligible participants to the doctoral defence?

A link to the live broadcast of the doctoral defence is sent via email to:

- supervisors
- external reviewers
- examining committee
- colleagues
- other researchers
- family
- friends

The general public can participate online via the live broadcast.

## 1.3 How is the thesis made available?

The doctoral thesis must be available at the University upon announcement of the doctoral defence to allow for examination of the thesis during the doctoral defence. Copies of the thesis are therefore made available for collection at the University Library at least three academic weeks before the scheduled date of the doctoral defence. Upon request, the thesis can also be sent by mail. An electronic

version of the thesis must be published in the University's publication database DiVA (Digitala Vetenskapliga Arkivet) no later than three academic weeks before the doctoral defence.

#### **1.4 Who is allowed to attend physically at the University?**

The chairperson at the doctoral defence as well as the doctoral candidate must be present at the University to ensure the procedural fairness of the examination. At least one of the supervisors should also be physically present at the venue on Campus. If it is not possible due to the risk of spread of infection, travel restrictions, or similar circumstances, all supervisors can participate via video conference at the defence. Additionally, a person from the IT department needs to be present to provide technical support to the chairperson of the doctoral defence.

#### **1.5 Who may attend online?**

Everyone (including the external reviewer), with the exception of the doctoral student and the chairperson of the defence, can attend online. The examining committee members are to be visible to everyone via Zoom during the doctoral defence.

#### **1.6 How do we ensure that the examining committee and the general public can ask questions?**

A chat is provided by the IT department for those logged in via private computers. Those physically present can ask their questions directly to the doctoral candidate. Remote participants can ask questions via the chat. The technical support for the chairperson of the defence relays the audience's questions to the chairperson.

#### **1.7 How should the venue be designed for physical presence?**

The recommendations from the Public Health Agency to minimize the risk of the spread of infection at gatherings must be adhered to. If the doctoral defence is conducted online for other reasons, the recommendations relevant to those circumstances should be followed.

## **1.8 How can we ensure cyber security?**

The university's security regulations for Zoom meetings must be adhered to. Please contact the IT Helpdesk for further information.

## **1.9 What technical requirements are needed?**

All participants at the defence should be able to see and hear each other as well as the presentations being displayed. A test meeting and test broadcast should be conducted well in advance of the day of the defence. During the defence, there should be technical support from the IT department present to assist the chairperson of the defence. Please contact the IT Helpdesk for further information regarding technical capabilities.

## **1.10 How will the examining committee convene?**

To ensure that the examining committee's meeting after the doctoral defence takes place without unauthorized individuals attending, a specific Zoom link should be created and sent to the examining committee and the supervisors. This link will be sent along with the invitation to the defence. The supervisors are to exit the Zoom room before the decision is made.

## **1.11 How is the decision of the examination committee signed and how is the decision announced?**

The examining committee's examination protocol is signed via email.

The chairperson of the examining committee prints out the protocol, signs it along with the decision, scans it, and emails it to the chairperson of the doctoral defence.

The original protocol is sent by post to the Registrar as soon as possible. The examining committee announces its decision to the respondent and other relevant parties immediately after the meeting.

## **2 In effect as of**

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