

Procedures at Fysikum regarding licentiate seminars and PhD defenses, due to the corona situation

Update: 2020-03-25/2020-05-04/2020-07-30

Observe that the rules/recommendations may be changed on short notice due to decisions taken by authorities and/or Stockholm University.

According to the rules issued by the Science Faculty (attached), a PhD defense or licentiate seminar can use the video conference system Zoom, either for the whole defense, or for allowing individual participants to connect from a distance. That means for PhD defenses that e.g. the opponent and/or members of the defense committee can participate over video link.

For PhD defenses extra local substitute(s) has/have to be engaged (see below).

At Fysikum we recommend that the planning is kept, and that there is a physical meeting with the presence, if possible, of at least the respondent and the chair (for PhD defenses) or the supervisor (for licentiate seminars). If there is a physical meeting, the number of persons in the room should be limited and spread out sufficiently. All licentiate seminars and PhD defenses should take place in room C5:1007 where the technique for zoom is prepared and tested. A person from the technical staff will be present all the time and handle the technical aspects of the zoom meeting.

The zoom link/id is common for all defenses and seminars (more options can be found below):

<https://stockholmuniversity.zoom.us/j/239996391>

PhD defense

The supervisor's responsibilities:

- For coming defense proposals, in total two substitute committee members should be added in the form.
- In case the respondent participates via video link the supervisor and respondent are responsible for that short texts and calculations produced by the respondent during the defense can be viewed by all participants.

The chair person of the defense is the main responsible for the following:

- At least one week ahead of the defense, the order in which the committee members should replace the opponent, in case the opponent cannot participate at all, should be reported to Sten Hellman. Can be done together with the supervisor.
- Contact Holger Motzkau in the technical division as soon as possible, preferably three weeks ahead, for the preparation of zoom, with the information concerning date and time of the event, contact information (name, email, mobile phone number) for those potentially participating remotely. The zoom meeting is set up by the technical division.
- See to that the opponent/defense committee gets the information needed to connect via zoom.
- If announced room is not C5:1007, post a note on the door of the announced room with redirection to C5:1007 and the zoom link.
- Send copies of the grading decision document to the defense committee.

In the public part the technical support will see to that the opponent and committee have good connection to the defense through zoom so that everything relevant can be seen and heard, and that the defense is open to the public.

In the closed committee meeting the technical support will see to that the meeting is restricted, initially to the committee, opponent, supervisor and chair of the defense, and then to the committee only. *The chair of the defense* may stay in the meeting in order to see to that the meeting is working technically while taking no active part in the discussion.

The *chair of the committee meeting* will sign the protocol on behalf of all committee members participating remotely. In addition, committee members participating remotely sign the decision document received by email, scan (or take a photo), and mail it back to the chair of the defense.

Thesis seminar

The supervisor has the main responsibility to set up a zoom meeting (no default assistance from the Technical division). A decision can be taken if the committee is reduced by one or two persons as long as the Subject responsible or the Director of PhD studies is present.

Licentiate seminar

The main supervisor of the respondent is the main responsible for the following:

- Contact Holger Motzkau in the technical division as soon as possible, preferably three weeks ahead, for the preparation of zoom, with the information concerning date and time of the event, contact information (name, email, mobile phone number) for those potentially participating remotely. The zoom meeting is set up by the technical division.
- See to that the opponent, the examiner and the reader get the zoom information needed to connect
- If announced room is not C5:1007, post a note on the door of the announced room with redirection to C5:1007 and the zoom link.
- In case the respondent participates via video link the supervisor and respondent are responsible for that short texts and calculations produced by the respondent during the seminar can be viewed by all participants.

In the public part the technical support will see to that the opponent, reader and examiner have good connection to the seminar through zoom so that everything relevant can be seen and heard, and that the seminar is open to the public.

In the closed decision meeting the technical support will see to that the meeting is restricted to the examiner, opponent, supervisor and reader.

Link to zoom:

<https://stockholmuniversity.zoom.us/j/239996391>

Or join meeting with the following methods

Phone one-tap

Phone one-tap: Sweden: [+46844682488,239996391#](tel:+46844682488,239996391) or [+46850520017,239996391#](tel:+46850520017,239996391)

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

Sweden : +46 8 4468 2488 or +46 8 5052 0017 or +46 850 539 728
Denmark : +45 32 70 12 06 or +45 32 71 31 57 or +45 89 88 37 88
Norway : +47 7349 4877 or +47 2396 0588
Finland : +358 9 4245 1488 or +358 3 4109 2129
US : +1 301 715 8592 or +1 312 626 6799 or +1 346 248 7799 or +1 408 638
0968 or +1 408 652 8184 or +1 646 876 9923 or +1 669 900 6833 or +1 253
215 8782

Meeting ID: 239 996 391

[International numbers](#)

Join from an H.323/SIP room system

H.323: 109.105.112.236
109.105.112.235

Meeting ID: 239 996 391

SIP: 239996391@109.105.112.236
239996391@109.105.112.235

Skype for Business (Lync)

<https://stockholmuniversity.zoom.us/skype/239996391>

/Sten Hellman, Per-Erik Tegnér