

## **Instructions for participating in the public doctoral defense**

- Participants must sign up with **an online form**. The link to the form can be found in the defense announcement.
- A confirmation of the signup will be sent to the address provided in the online form. About half an hour before the event a link to an open MS Teams meeting will be sent to the address.
- Before joining the meeting proper, those wishing to participate will enter the so-called “lobby,” where they will wait for the moderator to admit them.

### **The public defense of a doctoral dissertation: step by step**

1. Before joining the meeting proper, those wishing to participate enter the so-called “lobby,” where they wait for the moderator to admit them.
2. The moderator verifies the identity of those waiting in the “lobby,” makes a decision as to admitting them, and makes a formal note of their presence.
3. The moderator starts a recording of the meeting.
4. The chairperson of the committee begins the proceedings, informing the participants that:
  - a. in accordance with the law, the meeting is being recorded (both the image and the sound)
  - b. permission to speak will be given only to those authorized by the chairperson of the committee
  - c. participants must signal their willingness to speak by pressing the “raised hand” icon on the MS Teams toolbar in the meeting controls
5. The chairperson proceeds with the remaining stages of the public defense (in a manner identical to that during stationary defenses)