

## Dean's Instruction for online defenses of 18.02.2021

### § 1

Due to impossibility of organizing defenses in a stationary form, they will be carried out remotely until mobility restrictions are lifted. The course of the defense process is defined in this instruction.

### § 2

The process related to the course of defense takes the following steps:

- 1) The supervisor, reviewer and student are obliged to have at their disposal for the duration of the defense equipment which will allow the remote way of it (computer with a camera and a microphone with MS Teams software installed and a link enabling video transmission with sufficient quality of data transmission). In case of lack of appropriate equipment or an Internet connection, the supervisor and reviewer are required to inform the Dean's employee at [katarzyna.klopowska@sgh.waw.pl](mailto:katarzyna.klopowska@sgh.waw.pl) right after receiving information about the confirmed date of defense. In such a situation the SGH Warsaw School of Economics (further known as SGH or university) will make efforts to allow the supervisor and the reviewer access to the relevant infrastructure. The efforts are understood here as providing the equipment to the supervisor and/or reviewer or provision of a room at university campus where the required equipment will be waiting for supervisor and/or reviewer.
- 2) In special cases, the reviewer can be replaced in defense by another authorized SGH didactics employee who fulfills requirements. In such a situation, the head of the Master Defense Board (consisting of the head, the supervisor and the reviewer) shall be informed before the defense begins, and further steps of the reviewer procedure mentioned in following paragraphs shall apply to the person replacing the reviewer.
- 3) The supervisor and reviewer participating in the defense will have the opportunity to verify the quality of their connection before the defense. In order to do so, please contact an employee of the Dean's office at [katarzyna.klopowska@sgh.waw.pl](mailto:katarzyna.klopowska@sgh.waw.pl) at least 5 working days before the scheduled date of defense, providing a contact number in the e-mail, in the title of e-mail writing "technical issue".
- 4) The student participating in the defense will have the opportunity to verify the quality of his/her connection before the defense. In order to do so, please contact your student's Assistant at least 5 working days before the scheduled date of defense, providing a contact number in the e-mail, in the title of e-mail writing "technical issue".
- 5) On the day of the defense, starting from 10 minutes before the planned time of it, the supervisor, reviewer and student are obliged to be available at the device with MS Teams application running and wait for the call of the head of the Board (via MS Teams).
- 6) To start the defense, the head of the board, makes a video call and joins the meeting with the supervisor and reviewer, and begins to record the course of it. Attending the on-line defense equals giving permission for aforementioned recording.
- 7) The reviewer shall give to the head of the board the examination question regarding the thesis, which the head of the board shall write in the protocol.
- 8) Right after writing the questions in the protocol the head of the board starts video call with the student.

- 9) The drawing of two questions from the list of examination questions from the major of study takes place.
- 10) The head of the board shall provide the student with the examination questions (at the same time publishes them on the monitor). The rest of the meetings carried out in the same way as in the traditional method.
- 11) After the answers to all questions are given, the head of the board shall inform the student that the board shall begin the classified part of the defense, and the student shall be called again after the end of classified part. The head of the board then disconnects the student.
- 12) The Board shall establish grades of the answers to the individual questions.
- 13) The head of the board shall invite the student to re-join the meeting, inform him/her of the outcome of the defense, after which the meeting shall be finished.
- 14) In the event of a broken connection with a student, the supervisor or the reviewer in the course of defense, the head of the board shall attempt to re-establish the connection, with a maximum of three attempts within 5 minutes. The head of the board may, in the case of persistent loss of connection with the student, supervisor or a reviewer consider that the meeting must be re-established at another time. In such a situation, if the student has been able to answer some of the questions, the head of the board may consider that the defense constitutes the resumption of the one previously interrupted of which all participants of defense shall be informed by e-mail from the head of the board after the interruption of the defense resulting in a decision to postpone it. The resumption of the defense means that only those examination questions to which the student has not answered due to a break in the internet connection are going to be re-drawn.
- 15) In the absence of the presence of the student in MS Teams application, the head of the Master Defense Board attempts to contact the student by phone, in order to determine the causes of technical problems.

### § 3.

The way of processing after the defense meeting shall take the following steps:

- 1) The head of the board shall draw up a paper protocol of the defense and sign it.
- 2) The Dean's office employee sends a scan of the protocol to the SGH e-mail addresses of the supervisor and the reviewer. In response to the indicated e-mail, the supervisor and the reviewer reply by confirming in the content of e-mail, that they accept the protocol.
- 3) Printing of the emails referred to in § 3 (2) and signed by the head of the board protocol shall constitute a record of the defense. Supervisors and reviewers are obliged to complete their signatures on the paper protocol without undue delay.

### § 4.

The instruction comes into force on the date of issue and is valid until further notice.