Instructions for conducting a doctoral colloquium with Microsoft Teams

I. preparation of the colloquium
1. setting up the public meeting:
- Open the calendar in Teams and create a meeting.
  Set the meeting options and presentation rights.
  Enter "Public part of the doctoral colloquium" in the description
- Invite the committee members and the candidate.

2. set up a "second" meeting for the committee's discussion:
- Schedule an additional meeting for the committee deliberation, e.g. "Committee non-public". Only the examination committee will receive this link.

3. sending the link by email to the doctoral office:
- Create a short version of the link (e.g., using bitly.com or similar programs) and submit this "short link" to the doctoral office at least 14 days before the colloquium date. The link is provided for public access and is made available to the public.

4. technical preparations:
- Make sure in advance that the candidate has the opportunity to show sketches or notes during the discussion.
- Share telephone numbers with the candidate and the committee members in case of need.

II. The colloquium
1. guideline at the beginning:
- The chairperson explains the familiar rules (e.g. microphones off, dealing with requests to speak,…)
- Note: This is an examination - no help or comments from the audience allowed!
- Recording: Not permitted and must be stopped if necessary!!!

2. Advisory session of the commission:
- Following the public part of the defense, the examination committee meets for consultation in closed session and after that, they return to the public room to announce the result.

III. Minutes and signature
- committee members present on site sign the minutes by hand.
- send the scanned minutes for electronic signature to external members, who return the minutes after signing.