

LEIDEN UNIVERSITY PROTOCOL FOR ONLINE PHD DEFENCES 2020

Drawn up by the Doctorate Board and the Beadle's Office

Adopted by the Central Crisis Team

1. Until further notice, all defences will be conducted on-line on the previously agreed date. If needed, the time slot can be adjusted to suit other time zones. The customary dress code will be observed as much as possible.
2. A week and a half prior to the defence, the supervisor sends the beadle a full list of the Opposition Committee. The names of the committee members should be supplied using the following format: [title] [initials] [surname] [affiliation] [language in which the member will present his or her opposition, if not Dutch] [if applicable: secretary] [if applicable: will deliver the eulogy] [email address]. The committee members must be listed in the order in which they will present their opposition. The time allocated to each opponent for his or her question must be stated.
3. On Friday in the week prior to the online defence, the Beadle's Office will send all participants an invitation to the video conference, which includes a link by means of which they can log in and a brief instruction for use, together with a description of the protocol and a list of members of the Opposition Committee. The invitation includes a second link to the livestream of the defence.
4. The presiding chairperson, (co-)supervisor and the committee's secretary will be present in the Academy Building in person, to enable them to place the required signatures on the certificate, the English translation and the promotion form, immediately upon the conclusion of a successfully completed defence.
5. Thirty minutes before the start of the defence, the beadle opens the video conference for all participants. This enables all participants to check whether their video and sound connection work properly. The beadle briefly reiterates the procedure for the participants.
6. Not later than 15 minutes before the start of the defence, the candidate is temporarily placed in a virtual waiting room. The chairperson explains the procedure of the defence once more to the committee.
7. Five minutes before the start of the defence, the beadle adds the candidate to the main conference again. Two paranymphs may be present in the room with the candidate, provided that (where relevant) they observe the distance requirement of 1.5 metres. The paranymphs do not actively participate in the video conference. The candidate should have an ID at hand, but will not usually be asked to identify him or herself. The candidate uses his/her camera to offer a view of the room he/she is seated in.
8. As soon as all participants are present, the Beadle starts the livestream and the recording.
9. The chairperson officially opens the ceremony with a word of welcome and starts the questioning.
10. After 45 minutes, the beadle announces 'hora est!' (The chairperson equally keeps an eye on the time).
11. The candidate is temporarily replaced in the virtual waiting room while the committee deliberates.

12. The chairperson starts the deliberations.
13. On the chairperson's sign, the beadle replaces the candidate into the main conference.
14. The president reopens the session and addresses the candidate. The standard text is spoken.
15. The chairperson gives the floor for the eulogy.
16. The chairperson closes the ceremony and the committee members have the opportunity to congratulate the candidate.
17. The video conference is closed and the livestream and recording are stopped.
18. The recording is available within two working days and the Beadle's Office notifies the participant by email from where and how he/she can download the recording.
19. The secretary completes the promotion form.
20. The certificate will be signed immediately after the conclusion of the defence by the chairperson, the secretary and the supervisor. The supervisor can then hand the certificate to the successful candidate at a convenient time. Alternatively it can be agreed that the diploma is collected from the Beadle's Office.
21. After the defence, the English translation of the certificate will be sent to the PhD candidate both electronically and by post.