**2020 Guidelines on e-defence for students at the School of Governance, Law and Society**

Coordinated by the collegial board of studies of SOGOLAS on 19 May 2020

1. **Technical and practical preparations**

**Main recommendations in the Zoom environment**

* SOGOLAS uses the Zoom environment for organising and conducting e-defences.
* A Zoom event with its own schedule will be created for the defence date for each study programme, which will be communicated to the defending student by the study counsellor. The event to be created is password-protected. It is prohibited to enable recording by default.
* IT-recommendations for computers and internet connection:

Recommendations for the device

* Laptop/desktop computer with a camera, microphone and speakers.
* The computer must have at least a Single Core 1 GHz processor – these are present in all, even about 10-year-old computers.
* A Dual Core computer with at least 4 GB of RAM is recommended.
* An up-to-date Windows 10, Linux or MacOS (at least MacOS 10.7 Lion 2011) operation system is recommended.
* Windows Xp Sp3, Windows Vista, Windows 7, and Windows 8.1 are also supported.

Recommendations for the internet connection

* The minimum connection speed of Wi-Fi/Lan/3G/4G/LTE for more than one person should be 800 kbps (0.8 Mbps).
* [Connection speed can be tested here: www.speedtest.net](http://www.speedtest.net)
* The speed of Tallinn University Wi-Fi is 5 Mbps.
* HD video requires at least 1.5 Mbps/1.5 Mbps.
* Using audio without video utilises 60–80 kbps (0.06–0.08 Mbps).

Recommendations for the browser

* Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
* Mac: Safari 7+, Firefox 27+, Chrome 30+
* Linux: Firefox 27+, Chrome 30+
* Chrome and Firefox usually update themselves, so no problems should arise.
* Should any IT-related problems arise during the defence, the IT support person for e-defences at SOGOLAS is Herkko Sõber (herkko.sober@tlu.ee).

**Recommendations for the defence procedure**

* Thesis defences at SOGOLAS are public (except for defences declared closed by an Order of the Director). The invitation link will be shared with the defence committee, the defending student, the supervisor and the reviewer.
* The study counsellor prepares the defence schedule and will send it to the defending students. Upon forming a queue of students, 5-minute breaks will be left between defences.
* Each defence committee decides on the division of roles of its members on its own (who moderates, whether the host is a content and/or technical moderator, etc.).
* The defending student, the reviewer and members of the committee shall participate at the defence using video and audio. Guests may participate without video and/or audio. In the event that guests are allowed to participate without audio, the committee will announce the opportunity to ask questions (they either do not have the possibility to ask questions, or they can ask them in the chat).

**Defence room at the University**

* SOGOLAS will prepare a room at the University which can be used for their defence by students who are not able to perform their defence remotely.
* A computer that meets the requirements will be placed in the room. A SOGOLAS employee will be appointed for the support activities of the room, but they will not reside in the room when a defence is in progress. Only the defending student will be in the room, alone. Each defending student will disinfect the computer before and after use. Disinfectants will be provided by the University.
* A defending student must notify their study counsellor via e-mail by **8 June,** at the latest, of their wish to use the defence room prepared by SOGOLAS.

**Agreements and sanctions**

* The defence committee has the right to kick all so-called trolls from Zoom and not allow them back in.
* A defending student who cannot be contacted by means of video and audio at the time allocated to them will be rescheduled on the same day (e.g. at the end of the defences). The defence committee will make a separate decision in each individual case.
* If the defending student cannot establish contact with video and audio at the new time established by the committee either, then the committee shall be guided by subsection 28 (7) of the Study Regulations in making their decision.
1. **Before the defence**
* Restart your computer.
* Make sure that your microphone and webcam are operational.
* Make sure that all the information required for the defence is ready for presentation.
1. **During the defence**
* Check that you are logged into Zoom under your own name, and correct your name, if necessary.
* The defending student must participate using video; the video image should not be over- or underexposed, and the background should be uniform, not multicoloured (such as a wall).
* Use a headset with a microphone, if possible; in this way you avoid background noise and echo.
1. **After the defence**
* The committee will discuss the defence results in a separate room.
* The committee will prepare a protocol and send it to the study specialist, who will enter the results into the Study Information System.
* Students will be informed of the results via the Study Information System.

**Zoom guidelines:** [For a participant](https://docs.google.com/presentation/d/1cOo2b1e22HWCEGbsbM4l-p67NvLe31smZFpQgn5ER9U/edit?usp=sharing)