

Suggested Procedure for Disputations via Zoom

- The doctoral student creates the Zoom meeting room – including a waiting room – with their account provided by GWDG.
 - Information on how to activate your licensed Zoom account can be found [here](#).
 - The doctoral student communicates the link to the examination board members and potential guests min. 3-4 days before the thesis defense.
 - Right before the beginning of the thesis defense, the doctoral student lets all participants enter from the waiting room and then hands over the host of the meeting to the chair of the examination board (usually the supervisor).
 - For the discussion of the grades, the host/supervisor moves the doctoral student and attending guests into the waiting room.
 - When the examination board has concluded its discussion, the host/supervisor lets the doctoral student and guests re-enter the meeting.
 - The grades may now be announced.
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- Alternatively, for the discussion of the grades the examination board members may use a breakout session which the doctoral student can establish when creating the Zoom link.

These are only recommendations – please discuss the actual procedure with your supervisor well in advance!

In case of troubles with Zoom, please inform GGNB/IMPRS/MoIMed Office and we will be happy to assist.