

## Special regulations during the current pandemic situation

### Implementation of the doctoral exam

According to Art. 14 of the [COVID-19-Measures with regard to teaching](#), doctoral exams can be held with some or all of the members of the Examination Committee physically present or by video conference. In this case, the doctoral students can decide whether they prefer to hold the exam at home or to use ETH facilities. Please contact [the Study Administration Office of your Department](#) to arrange the form and technical details for your examination.

For technical support for video transmission, please contact [Christopher Sauder Engeler](#) of [MMS](#). We strongly recommend the use of [ZOOM](#).

### Doctoral exams using ZOOM

- You need a licensed ETH ZOOM account as host. Order this account under [ZOOM](#). An unlicensed account allows only a limited session duration of 40 minutes.
- Preferably, for the video conference MMS should take over the role of host and test with the external participants and the candidate whether everything works correctly.
- If you do not include the MMS, the chair of the doctoral exam must assume the role of host in the [ZOOM](#) meeting. Please make sure to connect to the candidate in time to check if everything is running technically correct (stable connection, screen sharing etc.).
- Very important: Whoever takes over the role of **the host must deactivate the recording function in his or her account!** Otherwise, the participants can record the defence, which is not legal!
- After you have logged into [ZOOM](#), you should activate the option "Have participants placed in waiting room" in the settings. This will allow you to hide the candidate from the meeting for the confidential part of the discussion and then re-engage him or her.
- To ensure a good connection and smooth communication, please invite - if at all possible - only the candidate and the examiners to the video conference.
- If the stability of the connection is significantly compromised, the doctoral examination must be cancelled and a new date set. The newly set date does not count as a 2nd attempt.
- If doctoral students cannot present from home or if supervision of the examinee is desired, the MMS can provide individual rooms at ETH.

### Public doctoral examinations

- Send [ZOOM](#) invitations **by e-mail (do not publish publicly)**.
- During the presentation of the candidate and the question section of the committee all microphones and cameras of the guests should be deactivated. Their pictures should also be hidden.
- All guests are gathered in the "waiting room" until the beginning of the exam. The chairperson first discusses with the doctoral candidate and the examination committee in the area reserved exclusively for the doctoral examination.
- After the question section, all guests are returned to the waiting room together with the candidate. Alternatively, the committee can move to a separate [ZOOM](#) conference.