

Virtual Final Oral Examination

Guide for Chair and Advisor

1. Candidate will set up the Zoom meeting with assistance from Alicia George (albe0138@umn.edu) ensuring breakout rooms are enabled and add both advisor and chair as alternate hosts for facilitation of the meeting technology & navigation. At the request of the candidate/advisor/chair, Alicia may also be an alternate host to provide support with technology navigation.
2. The Chair will guide the proceedings of the Final Oral Examination
3. The examination will proceed as follows:
 - a. **Public Presentation:** The public presentation component of the examination should last 30 minutes.
 - i. Candidate will prepare a 20-25 minute Power Point presentation of the dissertation research.
 - ii. An additional 5-10 minutes will be used for questions.
 - b. **Closed Examination:** The examination component of the meeting is a closed meeting between the PhD candidate and the final examination committee.
 - i. Candidate will assign committee members to the breakout room and remain in the main meeting room
 - ii. Chair welcomes committee and asks the committee if they have any concerns about the final dissertation or oral presentation and discusses how these will be addressed during the exam; this avoids any surprises during the exam. Chair can also ask the committee about questions they plan to ask to coordinate these, avoid repetition, and prevent one member from asking all of the questions.
 - iii. Chair will use the “ask for help” button to notify the candidate to join the breakout room.
 - iv. Committee provides time for the candidate to set up the screen share.
 - v. Candidate completes the presentation.
 - c. **Committee Deliberation**
 - i. Chair asks the candidate to return to the main meeting room
 - ii. A secret ballot is taken by the committee before discussing the examination and submitted to the Chair via email, text, private Zoom chat. To send a private chat in Zoom, open the chat feature and select the chair’s name from the drop down. Any chat will then be visible only to that person.
 - iii. Committee will discuss the examination.
 - iv. Following the discussion, a second and final vote is submitted to the Chair via email, text, private Zoom chat.
 - v. Chair will record the votes of all of the committee members using the Final Exam Form workflow immediately following the final vote. All committee members will receive an email that informs them of the vote that was recorded on their behalf.
 - vi. Chair will use the “ask for help” button to notify the candidate to join the breakout room to discuss the outcome.