

Electronic decision-making processes of the György Oláh Doctoral School (OGYDI)

Based on the Government regulation and the decision of the University Habilitation Committee and the Doctoral Council of BME (EHBDT) on COVID-19 emergency state from 16 April 2020 - during the existence of the emergency - OGYDI will switch to purely electronic and online processes as follows.

1. The leaders of the Doctoral School state that the online Doctoral School Committee (DIT) and Habilitation Committee and the Doctoral Council (HBDT) meetings, as well as home and public defenses and complex exams are only a necessity solution and primarily serves to ensure the study and degree acquisition processes of PhD students. Once the emergency is over returning to a processes based on personal presence is compulsory.

2. The candidate and his / her supervisor may apply with a justification (eg expiration of the scholarship, doctoral position, postdoctoral position) on the form available on the website of the Doctoral School (<http://www.ch.bme.hu/oktatas/doktori-kepzes/olah-gyorgy-doktori-iskola/szabalyzatok/>) to carry out the PhD defense online. The HBDT (by online procedure) will consider the reasons in consultation with the Evaluation Committee to determine that the technical conditions can be met. With the support of HBDT the EHBDT (also by online procedure) decides on the request.

3. In case of complex exams and home defenses request is not required but the Doctoral School must be informed (as in the normal procedure).

4. In the case of a PhD dissertation where at least one of the reviewers does not support the award of the degree or other substantive objections arise online defense can not be organized.

5. Particular care should be taken when organizing complex exams and defenses with maximum regard to the relevant quality assurance principles and regulations.

6. Both decision-making processes (DIT and HBDT sessions) and exams and defenses are paperless, purely electronic.

7. It is not possible to deviate from the regulations of the Doctoral School except for paperlessness and personal presence. Thus, for example, if technical obstacles arise during a PhD defense or a complex exam (e.g. connection with a member of the committee is lost due to a poor internet connection) the event cannot be continued until it is restored.

8. Identity verification is provided through a video connection. During the event the Candidate and the members of the Committee must be in constant video contact (only audio connection is not sufficient).

9. The minutes are signed electronically the electronically signed minutes must be sent to the Dean's Office at zsadanyi.gabriella@mail.bme.hu. The signature can be scanned.

10. Persons responsible for organizing each online event:

- DIT meetings: DIT president
- HBDT meetings, complex exam and PhD defense: HBDT President
- Home defense: head of department

11. The complex exam, home defense or PhD defense must be published on the website of the Doctoral School. The Doctoral School forwards the event data to HBDT and EHBTD giving the opportunity to get involved and supervise the event for quality assurance reasons. In the case of public events these details must be given at least one week before the event:

- the software: MS Teams or Skype is recommended,
- the link through which you can connect (meeting ID) and
- the name and telephone number and email address of the person responsible for technical issues.

12. In the case of a complex exam and PhD defense the organizers must make sure in advance that the members of the committee, especially the external members, agree to the online defense and are able to attend the event in terms of both IT training and hardware / software. Participants should be made aware that they will need a good quality internet connection for several hours. It is recommended to check the video and audio transmission and the operation of the "chat" function in advance.

Two meeting groups need to be set up: public defense (candidate, committee and guests) and committee closed session (committee members only).

13. In complex exam it is recommended to prioritize oral questions and answers over a written, "elaborated item" type examination. The exam is conversational type with immediate answers to the questions asked. The head of the committee is primarily responsible for the quality of the complex exam.

14. Secret anonymous voting should take place through the ADoodle system.

15. In online discussions the role of the chairperson and the discipline of the participants are especially important. It is recommended that only the microphone of the head of the committee be turned on and that participants indicate by handshake or via the chat function if they wish to comment on the conversation (which is why a continuous video connection is important). The head of the committee will give the floor to the speakers.

16. Minutes can be signed and authenticated in two ways:

a) the PDF protocol is signed by all members and the candidate (for a PDF solution signed by everyone the guide on the website);

b) each member shall send a 1-page signed statement referring to the PDF minutes signed by the candidate and the head of the committee and stating that the committee member acknowledges the authenticity of the document

17. The organization process and its responsibilities are described in the tables on the next page.

Budapest, April 30, 2020

Organizing an online complex exam and home defense

Task	Responsible person(s)	Deadline
Arrange a date with the participants	head of department or person authorized by him/her	10 days in advance
Discuss technical details (software, hardware, video, audio devices) with the committee or reviewers. Holding a test session (mandatory)	head of department or person authorized by him/her	2 days in advance
sending to Dean's Office of <ul style="list-style-type: none"> the link to the defense and the contact information of person in charge of technical assistance 	head of department or person authorized by him/her	1 week in advance
Announcement of the previous point on the DS website	DS head and DS admin	1 week in advance
Taking the complex exam, home defense		day of exam/defense
Preparation of minutes, electronic signatures. Sending a report to DO and participants (in the same letter)	head of committee	max 3 days after the exam/defense

Organizing online PhD defenses (differences to normal procedures)

Task	Responsible person(s)	Deadline
Initiate online defense (request to be sent to DO, form on the DS website).	candidate + supervisor + head of department	6 weeks in advance
Request permission from HBDT and EHBDT	DS admin	after the initiative, the EHBDT decision has to be made at least 10 days before the defense
Make an appointment with the participants and With a person delegated by EHBDT (if any)	candidate + supervisor + head of department	10 days in advance
Technical details (software, hardware, video, audio devices) consultation with the committee or reviewers. Holding test session(s) (obligatory).	Secretary of the Committee, in consultation with the Head of Department or with person authorized by him/her	2 days in advance
Anonymous test vote (obligatory, ADoodle)	Secretary of the Committee	2 days in advance
Sending to the Dean's Office: <ul style="list-style-type: none"> the link to the protection and the contact information of person in charge of technical assistance 	Head of Department or person authorized by him/her in consultation with the head of the committee	3 weeks in advance
Announcement of the previous point on the DS website	DS head and DI admin	3 weeks in advance
Closed session of the committee appr. 20-30 minutes before the defense for preliminary discussion	Secretary of the Committee	the day of the defense
Defense	head of the committee	the day of the defense
Closed session of the committee: anonymous vote, making decision	Secretary of the Committee	the day of the defense
Preparation of minutes, electronic signatures. Sending it to DO and participants (in the same letter)	head of the committee	max 2 days after the defense