Remote graduation colloquia

Procedure to be followed for Computer Science[[1]](#footnote-1)

Due to the Corona pandemic health measures, it is currently not possible to physically meet for graduation colloquia at the UT. Instead, we will organise remote graduation colloquia through the BlueJeans video conference system. This document explains the required technical and organisational actions.

# Technical guidelines

Two (BlueJeans-based) virtual rooms will be made available: the *Graduation Room* and the *Committee Room*. These will be reserved by BOZ and communicated in the public announcement of the colloquium (for the Graduation Room) respectively to the graduation committee (for the Committee Room).

## Preparation

Each participant must have a computer with internet connection at home or at the workplace, with a microphone and optionally a video (web) cam. Alternatively, it is possible to participate in images and sound via a smartphone.

* Participation via the computer is possible through a standard web browser or the BlueJeans app (see <https://www.bluejeans.com/downloads> for installation)
* Participation via a smartphone is possible through the BlueJeans app (see <https://www.bluejeans.com/downloads> for installation)

## The Graduation Room

The public announcement of the colloquium, distributed by BOZ, contains a link (of the form https://bluejeans.com/xxxxxxxxx) for participation via the web browser, or a Meeting ID (of the form xxx xxx xxx) for participation via the app. This online meeting space (i.e., video conference) is called the *Graduation Room*.

An account is not required. If you are asked to log in, choose the option “Join as guest”. The meeting is publicly accessible to anybody who has the link.

When entering the room, you are asked for a name. This is only used during the colloquium (e.g., in the chat window) to identify participants. Please choose a name by which you can be recognised.

The graduation room is already accessible 24 hours before the colloquium. It is therefore possible to try out the system in advance. It is a good idea to do this, in order to get familiar with the system.

## The Committee Room

A second video conference, the *Committee Room*, is available for the graduation committee meeting. The committee members will receive a second link resp. Meeting ID for the Committee Room through an email communication from BOZ. This email also contains the electronic assessment form.

It is suggested that the members of the graduation committee join the Committee Room (by following this link or logging into BlueJeans, see above) fifteen minutes before the start of the colloquium, to test out the connection and the functionality, and to prepare the assessment form.

## The colloquium

Each participant connects to the Graduation Room via the link or the Meeting ID, as described above. If you participate through the browser, it will ask you for permission to use the camera and the microphone. You have to allow this.

By default, after connecting, the camera is off and the microphone is on. Each participant can decide for themselves whether and when to switch the camera and mike off and on. Use the buttons “Unmute video”, resp. “Unmute mike” at the top of the video image.

When all main participants (meaning at least the graduate and the graduation committee members) are present, the chair of the graduation committee can start the meeting. The colloquium can now take place.

## Rules of order

The video system is not perfect. Depending on, for example, the quality of the equipment used and that of the (home) network, there will be some delay. Sudden verbal reactions are then annoying, because they cause talking at the same time, which quickly becomes unintelligible.

* Agree on a few gestures beforehand for easy non-verbal communication, for example thumbs up on consent and hand up to get the word. The chair of the committee can then give the floor.
* The system shows the current speaker full-screen. But also noises such as typing or telephone notifications bring a participant to the foreground.
* During the conference, you can mute your own microphone while retaining incoming sound and image. This prevents noise and unnecessary switches between speakers. You have to remember to unmute when you want to contribute something to the discussion.

## Screen sharing

During the colloquium, the graduate can share the computer screen, for example to show slides or give a demo. Use the “Screen Share” option at the top of the video image. In addition, you can choose to share a specific window instead of the entire screen. Again, it is recommended to test this up front

While the screen is shared, each viewer can choose whether they also want to see the speaker. Use the blue slider at the bottom left of the shared image to achieve this.

## Chat

Besides the audio and video, participants can communicate in written form, by selecting the “Chat” option at the top right of the screen. You can opt for a public chat (everyone can read and write) or a private chat with a single participant (only the two of you can read and write).

## Committee meeting

After the graduation presentation and the questions, the committee gathers in the Committee Room for deliberation. In the meantime, the graduate student and audience can continue to use the Graduation Room. The suggested procedure is further described in the organisational guidelines below.

## *Important:*

Committee members must really leave the Graduation Room (with the red “End Call” button at the top of the video image) before entering the Committee Room, otherwise their video and audio will remain accessible.

## Useful links

* <https://support.bluejeans.com/s/article/Joining-a-meeting-using-your-Browser>
* <https://support.bluejeans.com/s/article/iPhone-and-iPad-BlueJeans-app>
* <https://support.bluejeans.com/s/article/BlueJeans-for-Android>

# Organisational guidelines

## The colloquium

The procedure during the colloquium is no different from that for a physical meeting:

* Introduction by the chair of the committee or the daily supervisor
* Presentation (30 minutes)
* Questions by audience and committee

After the colloquium, the committee leaves the Graduation Room and joins the Committee Room.

## During deliberation

During the deliberation in the Committee Room, one of the members of the graduation committee (preferably the chair) fills in an electronic copy of the assessment form in consultation with the other members, as well as the names of all examiners and supervisors.

## After deliberation

After the deliberation, the committee chair briefly rejoins the Graduation Room (by following the corresponding link once more) to ask the graduate to join the Committee room. This can be achieved by sending the Committee room link through the chat function in BlueJeans (preferably through a Private Chat with the graduate, see the technical guidelines above).

The committee then informs the graduate of the result and the underlying motivation. *Note that, for reasons of privacy, the grade should not be announced or motivated in the public Graduation Room, just as in the case of an ordinary colloquium.*

All committee members as well as the graduate then leave the Committee Room and rejoin the Graduation Room, for final words and public congratulations.

## Registering the grade

After the colloquium, *the chair of the graduation committee* sends a copy of the assessment form by email to

* [BOZ-CS-CES@utwente.nl](mailto:BOZ-CS-CES@utwente.nl) or
* [BOZ-ITech-CES@utwente.nl](mailto:BOZ-ITech-CES@utwente.nl)

The document that is sent should be one of the following

* *Preferably:* a paper-printed, signed and scanned copy of the form;
* *If the committee chair does not have a printer available:* a pdf-printed copy of the form (so as to freeze the editable fields). (To obtain a pdf-printed copy of the form, set the printer to “Adobe PDF” or the like and print as usual.)

Note that, in these circumstances, given the virtual impossibility to implement a water-tight and practically feasible distributed protocol for collecting multiple signatures, the Examination Board has decided to allow forms signed only by the committee chair, or even (in the second case) not signed at all.

The date on the assessment form is the student's official graduation date that will appear on the diploma.

## Handing out the diploma

The diploma has to be signed by the Examination Board and the student. This will have to wait until normal operations at the university have resumed, and everyone can be physically back at the university.

In the meanwhile, the graduate will be sent a statement that he or she has fulfilled all the conditions for the diploma (if that is indeed the case), in lieu of an actual diploma. This must serve as sufficient proof before the actual diploma can be handed out.

1. Adapted, with gratitude, from the guidelines prepared by Technical Medicine [↑](#footnote-ref-1)