

Standing Operating Procedure (SOP) Details

Department/Unit: Faculty of Graduate Studies	Employees: FGS Employees
Portfolio: Student Affairs	Implementation Date: April 5, 2022
Pages: 14	Last Updated: April 3, 2022

A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and university policies and procedures

Description: This standard operating procedure outlines the processes and steps supporting oral exams for Summer 2022, while the vaccine, masking, and YU Screen mandates are suspended. Should these mandates resume and/or other public health restrictions arise, the SOP will be revised in response.

For Summer 2022 in-person oral exams/defenses may be booked on campus. FGS strongly encourages non-local external examiners who in the past would require travel and accommodate to participate remotely via Zoom. Online exams/defenses leveraging Zoom for remote access of all participants are also allowed. Paramount in the choosing the format of the oral exam/defense is the student's experience and, therefore, their written consent to the format (email). For an in-person or hybrid oral exam/defence, all arrangements including room bookings, screenings and arranging for room setup/IT support must be coordinated through the Graduate Program. Careful planning is encouraged to reserve rooms on campus with cameras and video screens that are verified as enabling A/V remote access well.

Standard Operating Procedure for On-Campus and Zoom Oral Defence

Roles

Role	Detail
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Graduate Program	<ul style="list-style-type: none"> • Book exam (whether online, in person or hybrid) and obtain written consent (email) from student as to the format of the exam/defense • Provide instructions/guidelines on physical room use • Coordinate UIT support/room set up
Faculty of Graduate Studies (FGS)	<ul style="list-style-type: none"> • Process required oral exams milestones and approvals
Graduate Program Director (GPD)	<ul style="list-style-type: none"> • Approval for on campus oral exams

Set up

Step	Detail
1	<p>GPA – determine date for defense/oral exam. The GPA will be coordinating the room, the room and Zoom link invitation for external examiner, or the Zoom link for all participants as appropriate to the selected format. If the event is in-person or hybrid, then the event should be booked on the day a GPA is in the office. Obtain written consent of the student/candidate, copied to the supervisor.</p> <p>NB – documentation for defense/oral exam still follows FGS guidelines and must be received/approved no later than 20 business days (PhD) and 15 business days (MA) in advance of the target exam date.</p>
2	<p>GPA – determine appropriate room availability and appropriate space for participants.</p> <p>For on-campus defenses or hybrid using Zoom for the external examiner, ensure UIT requirements for screen, Zoom.</p>

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For Fully Online or Hybrid Oral Exam / Defence:

Zoom Login

- Licensed Zoom accounts allow for multiple participants with an extended meeting time of five hours.
- Programs can schedule defences using a faculty or staff member's Zoom account or programs can use one of two "gradzoom" accounts provided by FGS.

For scheduling the Zoom meeting for the oral exam / defense, GPAs have 2 options.

Option 1:

- Email gradtd1@yorku.ca or gradtd2@yorku.ca the day/time/alternate host email for the defense. FGS staff will arrange scheduling in one of FGS' "gradzoom" Zoom accounts.
- FGS staff will email you the Zoom calendar booking invitation and you can send this to the committee members, etc.

Option 2:

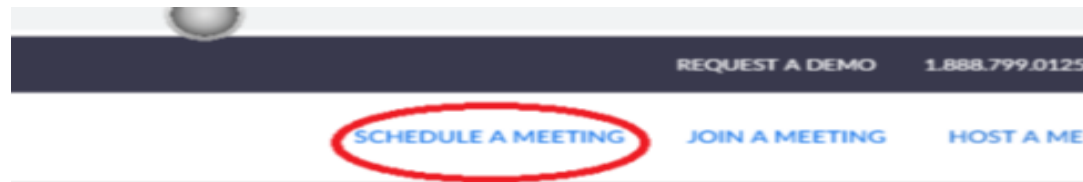
- Determine that a faculty member would prefer to host the Zoom Defense in his/her/their room and reach out to that person to see if any support or assistance is required.
 - Faculty members can go to <http://zoom.us/> or yorku.zoom.us
 - Click "**Sign in**" (top right).
 - Enter the login information.

The screenshot shows the Zoom web interface with the following elements:

- Navigation tabs: Upcoming Meetings (selected), Previous Meetings, Personal Meeting Room.
- Get Training button (top right).
- Buttons: Schedule a New Meeting, Join a meeting from an H.323/SIP room system.
- Meeting details table:

Start Time	Topic	Meeting ID	Actions
Tomorrow 3:00 PM	Defense - "Student Name" 2019	362-444-207	Start (highlighted), Delete

- Click **'Schedule a Meeting.'**



- Complete all fields including:
 - Topic & Description
 - Date and Time (select "EST" for time zone)
 - Video for host and participant (select "On")
 - Audio (set to "Both")
 - Meeting options (select "Enable join before host")
 - Meeting ID (set to "Generate Automatically")
 - If desired, enter the email of an "Alternative Host." Note that this should be the faculty member who will host the Zoom meeting.
 - Finally, click **'Save.'**

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GPA issues invitation to GPD, committee, external and student.

For Zoom Oral Exam / Defense:




- To share the Zoom meeting with the Committee, click on **'Outlook Calendar.'**

[My Meetings](#) > Manage "Defense - "Student Name" 2019"

Topic Defense - "Student Name" 2019

Description Remote participation for "Student Name" defense

Time Jun 12, 2019 3:00 PM Eastern Time (US and Canada)

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID 362-444-207

Invite Attendees Join URL: <https://yorku.zoom.us/j/362444207>

Video Host On

- Select '**Outlook 2016**' as your application.
- Open the invite at the bottom of your browser. An Outlook appointment will pop open for you to share with the Committee.

	<p>i This appointment conflicts with another one on your calendar.</p> <p>Subject <input 2019"="" name"="" student="" type="text" value="Defense - "/></p> <p>Location <input type="text" value="https://yorku.zoom.us/j/362444207"/></p> <p>Start time <input type="text" value="Wed 2019-06-12"/> <input type="text" value="3:00 PM"/> <input type="checkbox"/> All day event</p> <p>End time <input type="text" value="Wed 2019-06-12"/> <input type="text" value="6:00 PM"/></p> <hr/> <p>gradzoom@yorku.ca is inviting you to a scheduled Zoom meeting.</p> <p>Join Zoom Meeting https://yorku.zoom.us/j/362444207</p> <p>One tap mobile +16475580588,,362444207# Canada</p> <p>Dial by your location +1 647 558 0588 Canada Meeting ID: 362 444 207 Find your local number: https://zoom.us/u/abnYswpmWS</p> <p>Join by SIP 362444207@zoomcrc.com</p> <p>Join by H.323 162.255.37.11 (US West) 162.255.36.11 (US East) 221.122.88.195 (China) 115.114.131.7 (India) 213.19.144.110 (EMEA) 103.122.166.55 (Australia) 209.9.211.110 (Hong Kong) 64.211.144.160 (Brazil) 69.174.57.160 (Canada) 207.226.132.110 (Japan) Meeting ID: 362 444 207</p>
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Procedure: Contact Tracing

Step	Detail
1	The GPA's outlook meeting invites to the committee, external, student with a (cc: to the GPD) will be referred to as contact tracing for the defense. Any changes to participants must be recorded in the calendar invite.

Procedure: Defense Day

Step	Detail
1	<p>For On-Campus Oral Exam / Defense: The GPA ensures the room hosting the defense is empty and open.</p> <p>For Fully Online Oral Defence or Hybrid:</p> <ul style="list-style-type: none"> • The defense examination committee members and the candidate should sign in to Zoom and then click on the Zoom link found in the calendar invitation. This will bring them to the Zoom meeting. • If using an "Alternative Host:" when the alternative host joins the meeting (when signed in to Zoom), they will automatically be assigned the "Host" role. • If some people are going to be on campus, then plan for these instructions and arrangements. <p>Assigning Participants to Breakout Rooms:</p>

- At the beginning and end of a defence, the examination committee will want to have a private discussion. To facilitate this, the host can assign anyone who is not a member of the examination committee to a separate "break out" room. Click **'Breakout Rooms.'**



Click **Create breakout rooms.**

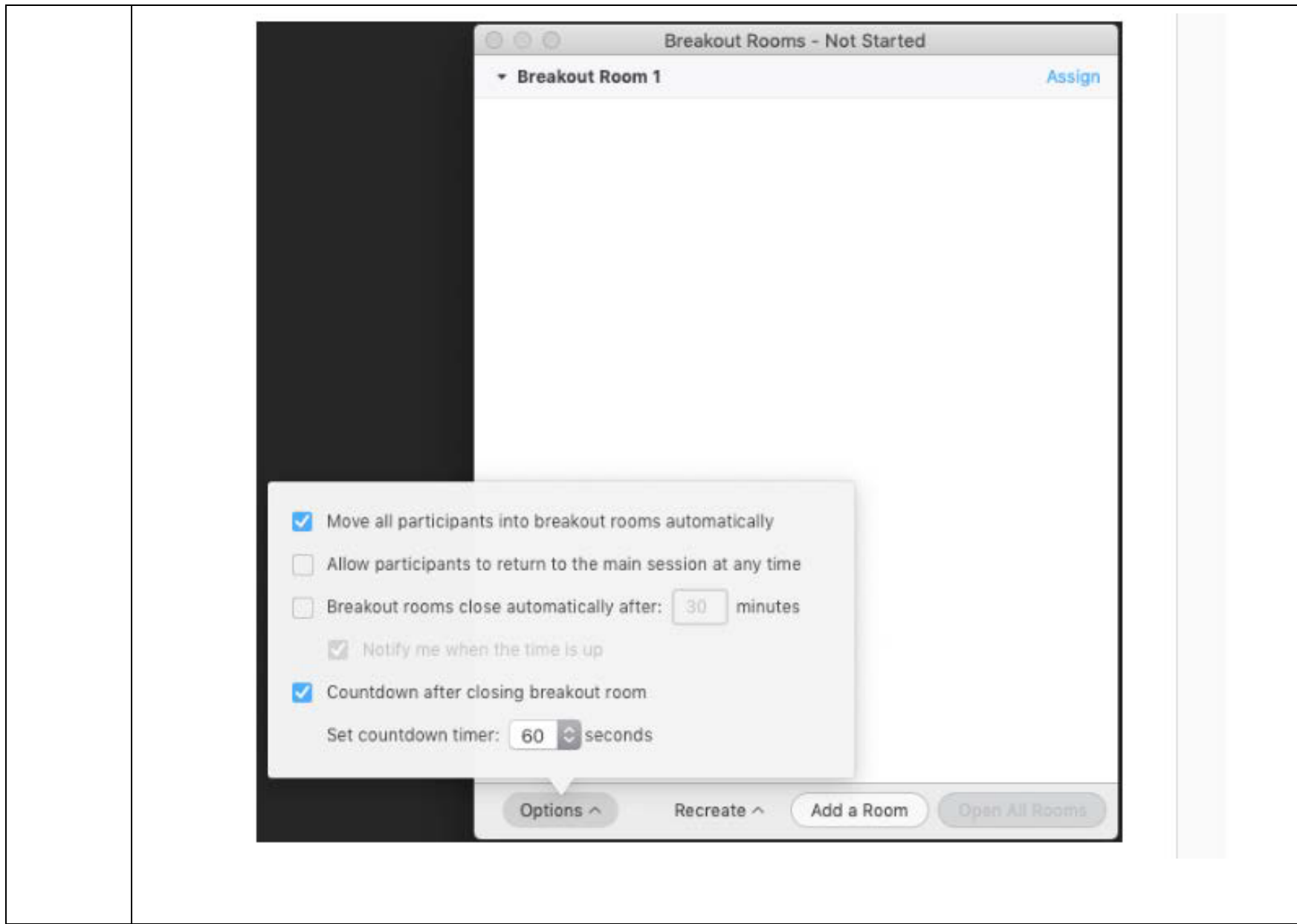
Assign 1 participants into Rooms:

Automatically Manually

1 participants per room

Create Rooms

- After creating breakout rooms, click **'Options.'** Make sure that **'Allow participants to return to the main session at any time'** IS NOT CLICKED.



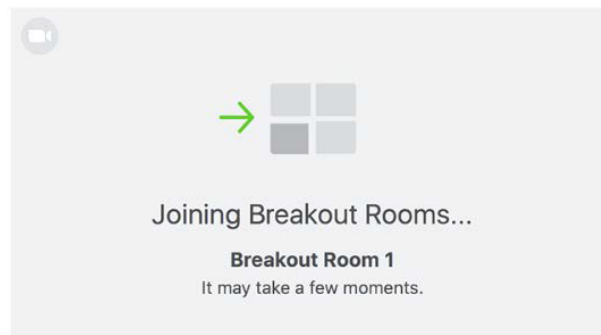
Assigning Participants to Rooms:

- Select '**Assign**' next to the room you wish to assign participants to. Then, select the participants that you want to assign to that room.



Joining Breakout Rooms:

- **Open All Rooms:** Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.



Managing Breakout Rooms:

- To send a message to participants in a breakout room, click '**Broadcast a message to all.**'

	<div data-bbox="814 203 1402 901" data-label="Image"> </div> <ul style="list-style-type: none"> To close breakout room, click 'Close all rooms' and participants in the breakout room will be invited to click and 'Return to the main session.' A timer will also begin; if a participant does nothing, they will automatically return to the main room after 60 seconds.
<p>2</p>	<p>The GPA confirms that all participants are participants that were on the meeting request.</p>
<p>3</p>	<p>Technical Support On-Campus Oral Defence and during Zoom Oral Exam / Defense</p> <ul style="list-style-type: none"> For IT setup and support (for on campus defenses/oral exams) GPAs can access UIT's support team: Phone 416-736-5599 and internal extension 55599 (Phone staffed 8am-4pm Mon-Fri) and Email: zoomdefencehelp@yorku.ca

4	After the exam/defense, GPA submits required paperwork to FGS.
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Workflow

Below is a visual representation of this procedure's workflow.

