**Remote Participation in Dissertation Defenses**

**May 2023**

In instances where a PhD student needs committee member(s) to participate in their dissertation defense remotely, the Graduate School [policy](https://gradschool.umd.edu/remotedefenserequest#RemoteDPolicy) for remote defense must be followed.

The Committee Chair must make the [request](https://umdsurvey.umd.edu/jfe/form/SV_8pF3dSW00iuA2Ym) for remote participation at least 10 business days before the oral thesis or dissertation defense date. Please note that scheduling a room for the defense and contacting OACS regarding technical assistance during the defense should begin as soon as the defense date is known (see departmental policies below).

Throughout this policy, “Zoom” is used as shorthand for all virtual meeting technology.

The following departmental policies shall also be followed:

* The student shall contact the ADGS (Nadine Dangerfield, nadine@umd.edu) for assistance with reserving a BSOS-supported room for the defense, **as soon as the defense date is known.**
* The student shall contact OACS to ask for technical support for the defense (in a BSOS-supported room only) **as soon as the defense date is known**. OACS can be contacted at 301-405-1670 or OACSHelpDesk@umd.edu.
* If a BSOS-supported room is not available, the ADGS will assist the student in finding an alternate space. *However, the student is responsible for organizing technical support for remote participation in non-BSOS-supported rooms*. Organizing technical support here includes bringing (if needed), setting up, and operating the technology necessary for sharing the presentation with committee members who attend remotely. **Students are strongly encouraged to plan their defense date well in advance so that a BSOS supported room can be secured with OACS providing technical support.**
* The student is responsible for familiarizing themselves with the room technology, and for bringing any technology they need for their presentation (e.g. laptop, adapters).
* The student will create the Zoom link for the defense and is responsible for sharing this link with any committee members participating remotely.
* The student and the Committee Chair are responsible for managing questions from committee members on Zoom.

If the student wishes to allow non-committee members (i.e. family, friends, collaborators, research participants, other departmental faculty and students) to participate in their defense remotely, whether this is an in-person or remote defense, the following departmental guidelines shall be followed:

* The student is responsible for sharing their Zoom meeting link with any external colleagues, friends, and family members they wish to invite.
* The student shall let the ADGS know if they wish the Zoom link to be sent to the department listserv ([anthall@umd.edu](mailto:anthall@umd.edu)), and provide this Zoom link to facilitate distribution.
* The student and the Committee Chair are responsible for managing questions from anyone outside of the committee on Zoom.
* After the public presentation and initial period of questions and comments, all non-committee members will leave the Zoom room space for the formal examination.
* If this is an in-person defense, the student is responsible for bringing (if needed), setting up, and operating the technology necessary for sharing the presentation with non-committee members.