Doctoral dissertations at Tampere University during spring 2020: Public defences between 18.3.-13.4.2020

Practical guidelines
General Decision

- Public defences are organised via Microsoft Teams meetings 18.3.-13.4.2020.
- Candidate may ask postponing of the public defence to a later date.
- There should be a separate person at the event who will be responsible for monitoring the potential public interaction and communicating it to the parties in a mutually agreed manner.

---

Decisions in the faculty

• Dean’s decision is not needed if the public defence is organised via digital platform instead of normal practice in a lecture room due to Coronavirus situation.

• If the public defence has to be cancelled, dean’s official decision is needed. Custos or candidate contacts faculty office or dean.
  • In the event of a sudden situation (eg. the change of custos), the dean / vice-dean makes the decision. Inform faculty office immediately.
Public examination via digital platform

- Public defence via digital platform is as respected and public event as normal public defence in a lecture hall.

- According to academic traditions, the opponent, custos and doctoral student wear dark, festive outfits (for example, a tailcoat with a black vest, a dark suit or a uniform without decorations, a black skirt suit or pantsuit, or a long black long-sleeved dress without a hat, or the outfit of a doctoral candidate in cases where the degree was earned abroad).

- Read more: https://www.tuni.fi/studentsguide/handbook/uni?page=4231

- All facilities at campus are closed.
Candidate and custos: Before the public defence

- Agree whether custos or candidate sends the meeting link of the public defence to following parties: opponent(s), candidate, custos, faculty office, extra person, assessment committee
  - Extra person has to create “plan B connection” via Zoom (slide 13)
  - If necessary and from request, faculty office can help to create the Teams meeting link

- Distribute the link of the public defence in your own network.

- If the public version of the doctoral dissertation does not contain all articles, custos and candidate agree whether the public has a possibility to download the full version of the thesis in the beginning of the public defence.
  - Opponent(s) should be aware of this issue, so that the opponent(s) can give instructions to questions in more detail if necessary.

- Custos, candidate and opponent(s) agree whether the informal discussion with public is continued after the public defence.
Candidate: Before the public defence

PRESS RELEASE: If you haven’t done your press release yet:
- The candidate submits the press release with a normal practice to the email address: viestinta.tau@tuni.fi
- Instructions:
  - https://libguides.tuni.fi/vaitoskirjanjulkaiseminen/vaitostiedotus
  - https://libguides.tuni.fi/dissertationpublishing/pressrelease

Note: Modify the information of the last chapter as follows:

The doctoral dissertation of degree name in the field of X (example: the doctoral dissertation of MSc (Tech) Sam Student in the field of environmental engineering) titled title of the dissertation will be publicly examined in the Faculty of X at Tampere University at time X on weekday DDMMYYYY. The Opponent will be degree name university/other organisation. The Custos will be degree name faculty.

Tampereen yliopiston väitöstilaisuuksia ei koronavirustilanteen vuoksi järjestetä yleisötilaisuuksina. Yleisön on mahdollista seurata väitöstä etäyhteyden kautta.[link] / Due to the coronavirus situation, public defences are organized via digital platform at Tampere University. : [link of the Teams-meeting.]

Väitöskirjaan voi tutustua osoitteessa / The dissertation is available online at: [ Library sends the link of your doctoral dissertation to viestinta.tau@tuni.fi]

IF the online version of your dissertation does not contain all attached articles, include the following sentence:

Tiedekunnan opintohallinto toimittaa pyydettäessä pdf-version koko väitöskirjasta. Lähetä viesti osoitteeseen: X / The Faculty Office will provide a pdf version of the entire doctoral dissertation upon request. Please send an email to X (check the address from the last slide)
If you have done your press release already

**Inform Communications (viestinta.tau@tuni.fi)** to update your press release as soon as possible. Include following information:

- Inform that the public defence is organised via digital platform:
  - Tampereen yliopiston väitötilaisuuksia ei koronavirustilanteen vuoksi järjestetä yleisötilaisuuksina. Yleisön on mahdollista seurata väitöstä etäyhteyden kautta. / Due to the coronavirus situation, the public defence is organized **via digital platform at Tampere University**: [link of the Teams-meeting]

- Inform time, if changed.
- The name of custos and his/her phone number
- IF the online version of your dissertation does not contain all attached articles, include the following sentence:
  - *Tiedekunnan opintohallinto toimittaa pyydettäessä pdf-version koko väitöskirjasta. Lähetä viesti osoitteeseen: X* / The Faculty Office will provide a pdf version of the entire doctoral dissertation upon request. Please send an email to X (check the address from the last slide)

- Inform also faculty office if the time has changed
Candidate: Before the public defence

PRINTING OF HARD COPIES (IF NOT ORDERED ALREADY)

- Candidate makes the order of printing copies with the normal practice.
  - [https://libguides.tuni.fi/dissertationpublishing/delivery](https://libguides.tuni.fi/dissertationpublishing/delivery)

- Candidate’s copies are delivered by post to the candidate. In special cases you might agree to pick up your copies from the printing house. You need to agree this with the company (Punamusta) by calling: Tel. 044 771 8851, address Rasulankatu 1, 33730 Tampere.

- Faculties cannot send copies to opponent or custos by mail between 18.3-13.4.2020 because all facilities are closed. Please discuss with custos and opponent whether they want the printed copy. You need to send these, if necessary. Faculty can send these copies after facilities are open.

- Change the title page of your thesis so that you remove the room information. Examples are on the next slide.
PRINTING OF HARD COPIES (if not printed already)
Title page of your doctoral dissertation

ACADEMIC DISSERTATION
To be presented, with the permission of the "[Name of the Faculty e.g. Faculty of Build Environment]" of Tampere University, for public discussion at Tampere University on "[eg. 6 February 2020]", at 12 o’clock.

AKATEEMINEN VÄITÖSKIRJA
Esitetään Tampereen yliopiston [Tiedekunnan nimi] tiedekunnan suostumuksella julkisesti tarkastettavaksi Tampereen yliopistossa [pp.kk.vvvv], klo 12
Candidate: Before the public defence

- Custos agrees Microsoft Teams rehearsal meeting(s) with you and opponent(s).

- Candidate informs campus assistants (kampusassistentit@tuni.fi) on the cancellation dealing with practicalities he/she has ordered.

- Library sends the pdf/a –version of your dissertation to you.
CUSTOS: Before the public defence

- Agrees a person from the research group who will be responsible for monitoring the potential public interaction and other technical issues during the public defence.

- Custos decides how many meetings are organised before the public defence.
- At least: Organises “rehearsal meeting” with the candidate, opponent(s), above mentioned person and IT person at least one day before the public defence to go through the programme of the event and technical issues via Teams/Zoom meeting.
  - Includes also Zoom invitation to the calendar call as a plan B (extra person makes this link).
  - Custos sends as an email the calendar call of rehearsal meeting link also to it-helpdesk@tuni.fi and to faculty office at least 2 days before the meeting.
    - IT helpdesk will help you to check the connections and give advises in technical issues if necessary
    - Faculty office is informed also about the meeting. If asked, someone can participate in the meeting.

- Agrees with the opponent and candidate the time of the public defence.
  - Usually at 12:00 Finnish time, but the time difference between Finland and other country may affect.

- Agrees with candidate and opponent whether the public defence is recorded.
CUSTOS: Before the public defence

- Custos agrees with the campus assistant (kampusassistentit@tuni.fi) on the cancellation dealing with practicalities he/she has ordered.
  - If research group / department wants to give flowers for the candidate after the defence, campus assistants can help (kampusassistentit@tuni.fi)
    - Inform the address and payer of the bill

- The phone number of custos is informed in the press release if someone wants to raise remarks before the public defence. Furthermore, the phone number is announced for public in chat during the public defence.
Tasks of the extra person who monitors the event

Before the public defence

- Gets the calendar event of the public defence from the custos/candidate
- Creates Zoom meetings for the "rehearsal meeting" and public defence. (next slide)
  - Sends the Zoom meeting links to the person who created events.
  - Gets the phone number of AV-person
- Discusses technical issues with AV person.

During the public defence

- Admits persons from Teams meeting lobby to the public defence.
  - Person who doesn’t have tuni account, needs to be admitted to the meeting.
- Calculates in some point how many participants have joined the meeting
- Keeps microfones of the public silent.
- In case of problems calls to IT person.
- Monitors possible chat window and informs custos if needed.
- Records public defence if agreed.
- Writes to the chat window the phone number of custos in case someone cannot write his question/remark to the chat window or ask orally.
Create a new Zoom meeting

• You can create a new video meeting either in the Zoom app or through the Zoom website

via Zoom website
• Navigate to https://tuni.fi/zoom and log in by clicking the Sign In button.
• Select Meetings in the navigation column on the left.
• Create a new video meeting by clicking Schedule a New Meeting.


Limitations of Zoom:
• You can be signed in only with one Zoom computer application
• Only one of your Zoom meetings can be running at a time
• Maximum participants in the same Zoom meeting is 300 persons
Tasks of Library, Faculty office, IT services, Communication, Campus assistants before the public defence

LIBRARY
- The printing house sends an archivable (PDF/A) version of the dissertation to the library. It is identical with the printed doctoral dissertation. Library sends the file to the faculty and to the candidate.

FACULTY OFFICE
- Gets the link of the public defence
- Participates in the rehearsal meeting if requested

COMMUNICATION UNIT
- Updates the press release

IT Services
- A member of AV-team attends the "rehearsal" meeting.
- Gives a phone number where to call during the public defence if urgent questions

CAMPUS ASSISTANTS
- Cancel earlier reservations from request
- Order flowers etc from request
During the public defence

Special notifications to the beginning of the event:
- Teams meeting starts at eg. 12:00.
- Candidate prepares an introduction slide which is shown for the public at 12:00.
  - The slide contains name of the candidate, title of the dissertation, the link of the doctoral dissertation and information that the event starts at 12:15.
- The custos starts the meeting with normal opening words and describing the procedure of the event for public
  - Gives instruction to audience that questions and remarks are at the end of event and the person needs to ask the right to speak by writing to the chat window. Questions can be addressed also by writing or by calling to custos. Otherwise, microfones are muted.
- Informs public how they can get hard copies (if already printed for the public) after the public defence.
- Video connection of the candidate, opponent and custos are available for public at least in the beginning.
- Custos informs whether the informal discussion with public is continued after the public defence.
After the public defence

- The custos writes a short report of the event for the faculty committee if assessment board is not used. The custos is asked to report how the event went in general and technical manner, were there public participating in the event etc.
# Contact information of faculty offices

<table>
<thead>
<tr>
<th>faculty</th>
<th>email</th>
<th>Staff member</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET</td>
<td><a href="mailto:met.doc.tau@tuni.fi">met.doc.tau@tuni.fi</a></td>
<td>Henna Mattila</td>
</tr>
<tr>
<td>SOC</td>
<td><a href="mailto:soc.doc.tau@tuni.fi">soc.doc.tau@tuni.fi</a></td>
<td>Leena Nikkari</td>
</tr>
<tr>
<td>ENS</td>
<td><a href="mailto:ens.doc.tau@tuni.fi">ens.doc.tau@tuni.fi</a></td>
<td>TLTO and TOTO: Anna Halonen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TTITO: Anna Nykänen</td>
</tr>
<tr>
<td>ITC</td>
<td><a href="mailto:itc.doc.tau@tuni.fi">itc.doc.tau@tuni.fi</a></td>
<td>Sari Raudasoja</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cee.doc.tau@tuni.fi">cee.doc.tau@tuni.fi</a></td>
<td>Elina Orava (DPIS, DPCEE)</td>
</tr>
<tr>
<td>EDU</td>
<td><a href="mailto:edu.doc.tau@tuni.fi">edu.doc.tau@tuni.fi</a></td>
<td>Sari Raudasoja</td>
</tr>
<tr>
<td>BEN</td>
<td><a href="mailto:ben.doc.tau@tuni.fi">ben.doc.tau@tuni.fi</a></td>
<td>Inka Kaakinen</td>
</tr>
<tr>
<td>MAB</td>
<td><a href="mailto:mab.doc.tau@tuni.fi">mab.doc.tau@tuni.fi</a></td>
<td>Hanna Peevo</td>
</tr>
</tbody>
</table>

General questions can be addressed also to Suvi Ikonen, suvi.ikonen@tuni.fi
Ikonen has prepared this instruction.