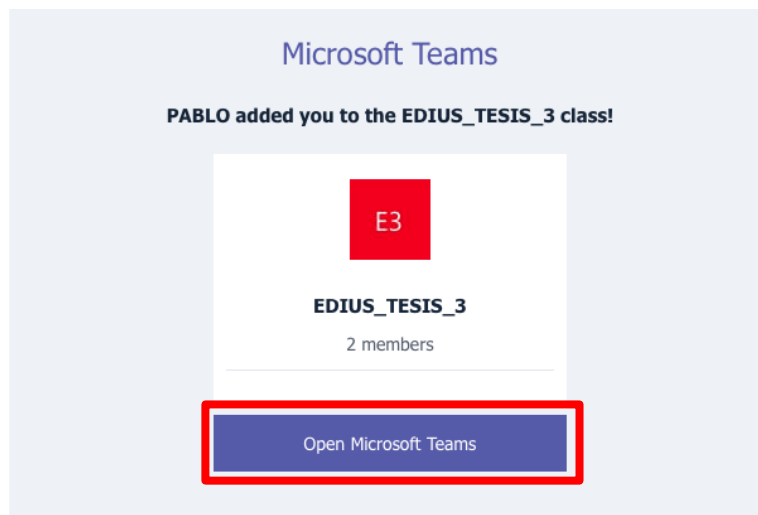


# INSTRUCTIONS FOR THE CELEBRATION OF A PhD VIVA THROUGH ON-LINE MEANS

## A. INSTALLATION OF MICROSOFT TEAMS AND ACCESS TO THE TEAM CREATED FOR THE PhD VIVA

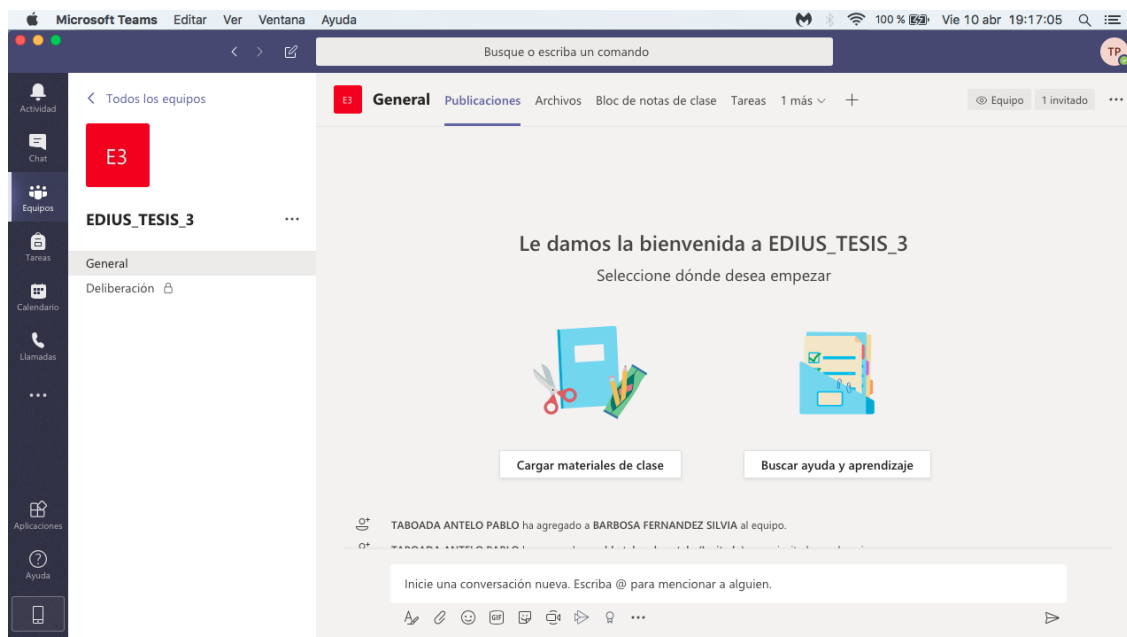
1. One day before the celebration of the PhD viva by videoconference, the member of the examination board, the PhD student and the thesis supervisors will receive a notification in their email confirming they have been joined to a team created in Microsoft TEAMS for such purpose.
2. To get access to the created team, they will simply click the tab to open the software in the invitation previously received by email:



3. If Microsoft TEAMS is already installed in his/her computer, a message will appear in the computer screen indicating whether the webpage is allowed to open the software.



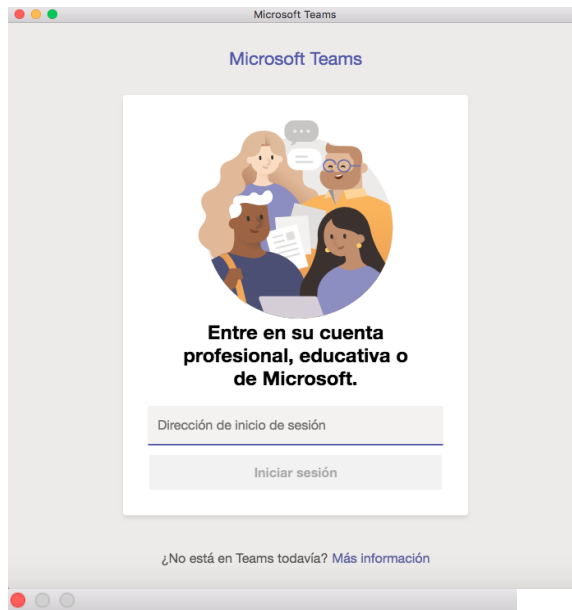
By clicking the tab “Permitir/Allow” the software will be automatically opened if it had been previously used and the session had not been logged out, in this manner you will directly access the team you have been joined to.



Otherwise, you must follow the steps indicated in point 5.

4. In case of the software was not already installed in the computer, and in order to have all functionalities of the application and gain access to the two channels where the PhD viva and the examination board deliberation will be held, respectively, we recommend you to install the software on your computer. To do this, the software can be downloaded and installed on your computer by pressing the button "Get the TEAMS application". To install it, simply double-click the downloaded file on your computer and the application will be automatically installed.
5. To be able to log in to the application you will be required to have an account and a password. If you already have USC institutional credentials (*USC user*), credentials from your home institution (*guest user*), or a Microsoft account (from GMAIL, *guest user*) with your corresponding password, these credentials will serve to gain access the session in the USC corporate Microsoft TEAMS app. If you do not have any of these credentials, then, you must create a GMAIL account and generate your password, which will serve as login and password, respectively, to access the USC corporate TEAMS application as a *guest user*.

You should bear in mind that if the email account is different from the one used as the login credential in the TEAMS application, all notifications related to the created team in the application will be sent to the first one. If you wish to change the email account in which the communications and news from TEAMS are sent, you must communicate it to the email address [edius@usc.es](mailto:edius@usc.es) so that the staff of the Doctorate School proceed to the modification in the work team created in the application.



← pablo.taboada.antelo@gmail.com

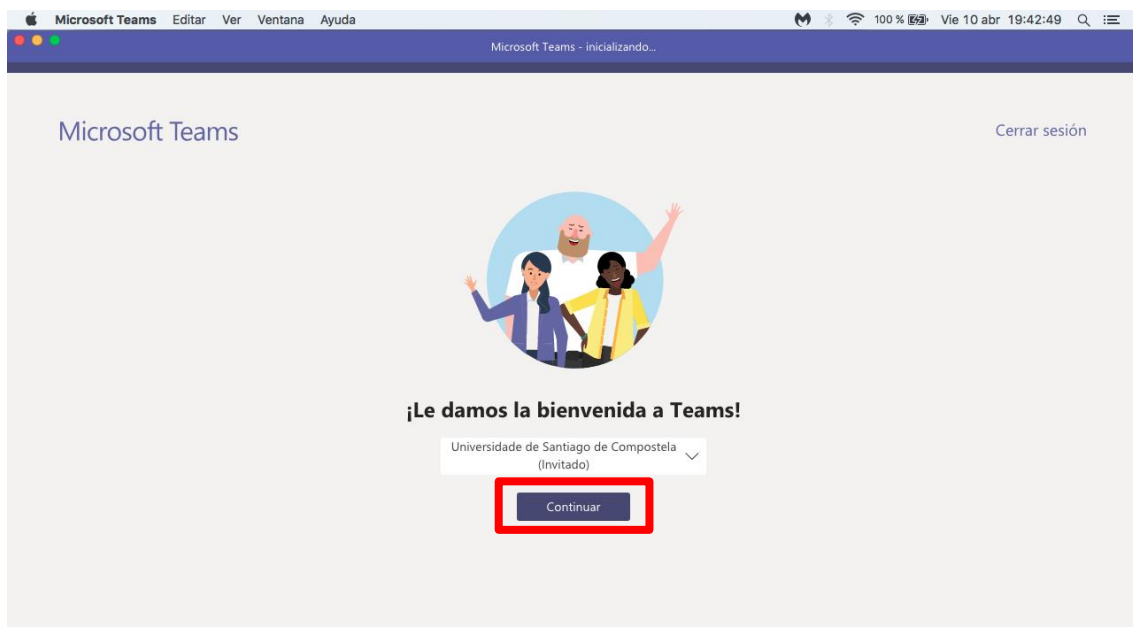
## Escribir contraseña

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[¿Olvidó su contraseña?](#)

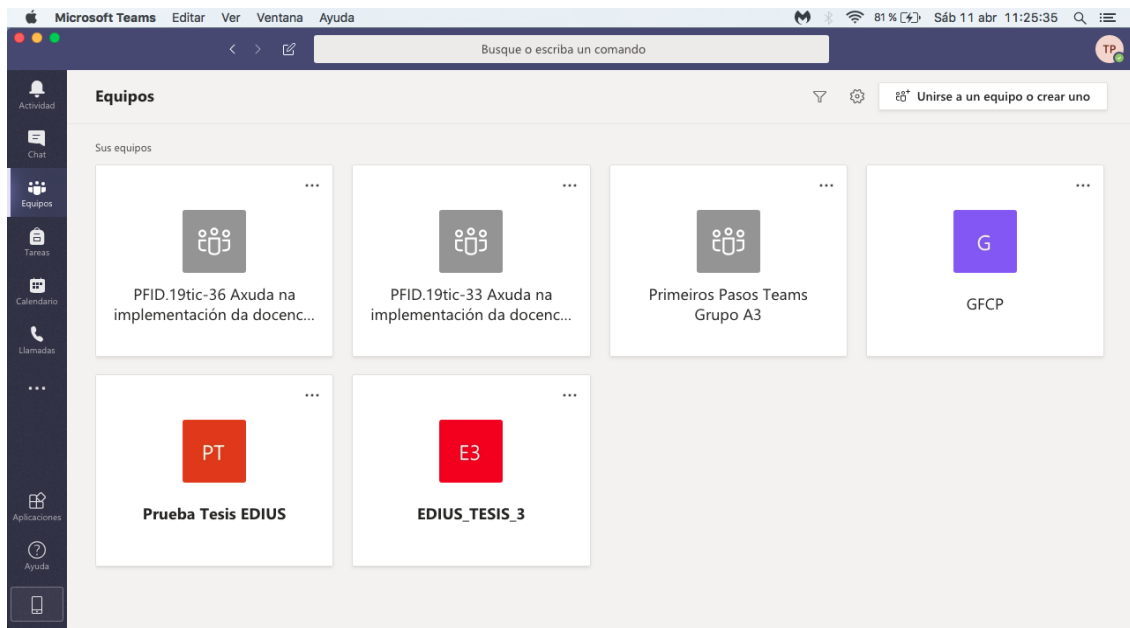
Iniciar sesión

6. Next, after clicking the button “Iniciar sesión/Start sesión” a screen like this will appear:

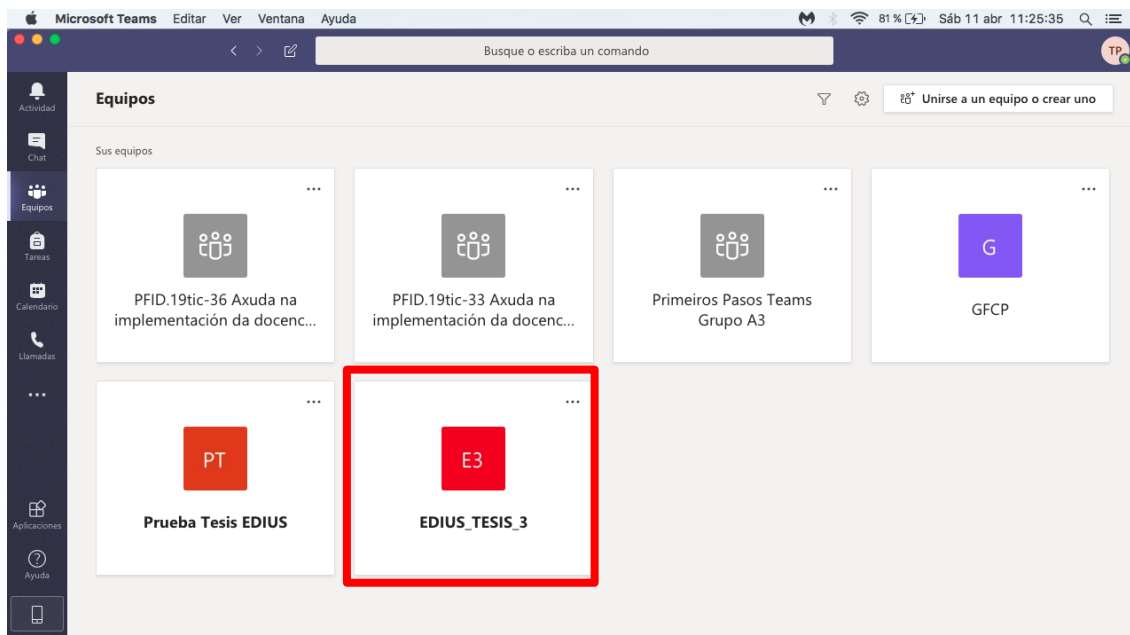


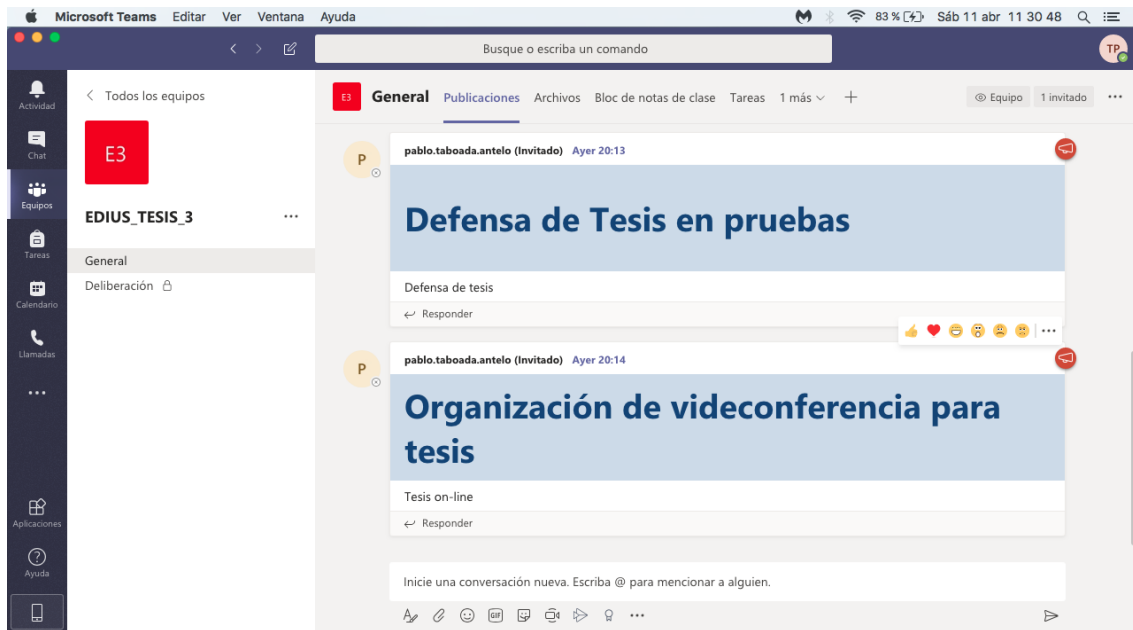
7. By clicking the button “Continuar/Follow” you will gain access to the general menú of TEAMS, where all the work teams you have been joined to are shown

8. If you have logged in with USC credentials (*USC user*), this screen showing all work teams you have been joined to will be shown:

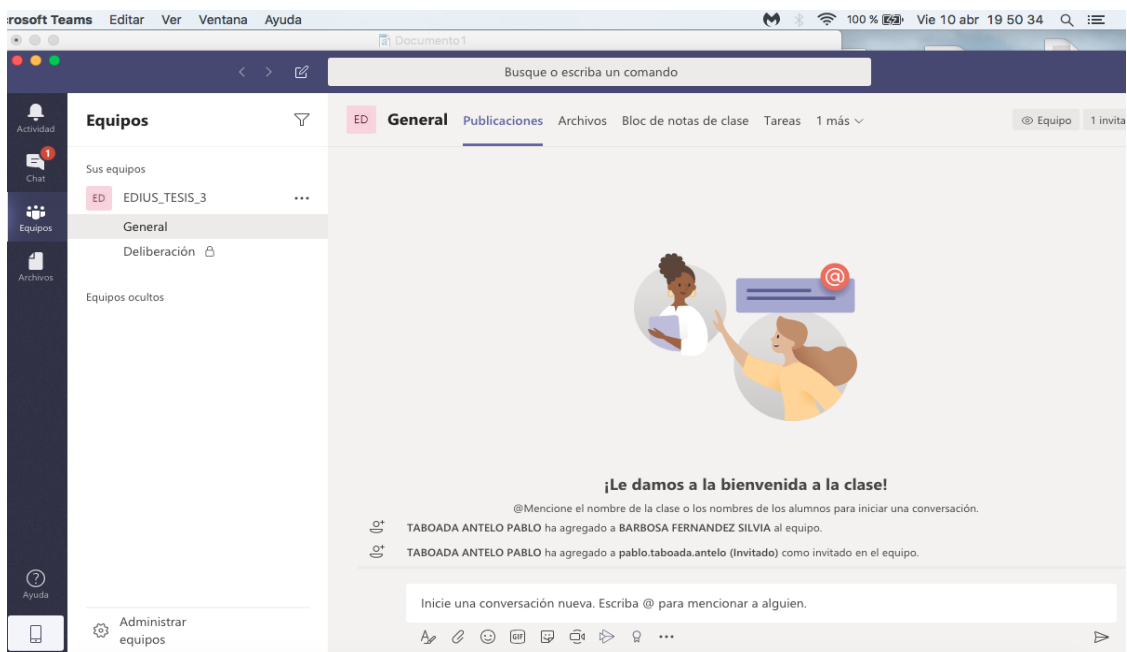


Next, you will select the work team where the PhD viva will be take place by clicking its tab. This will open the selected team.

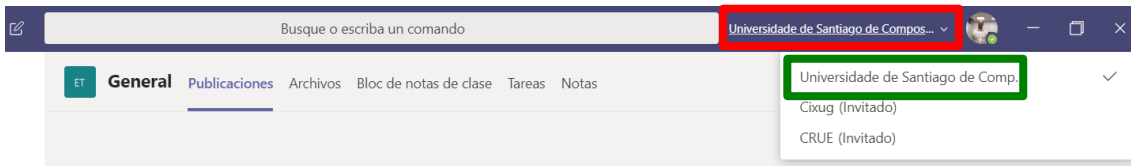




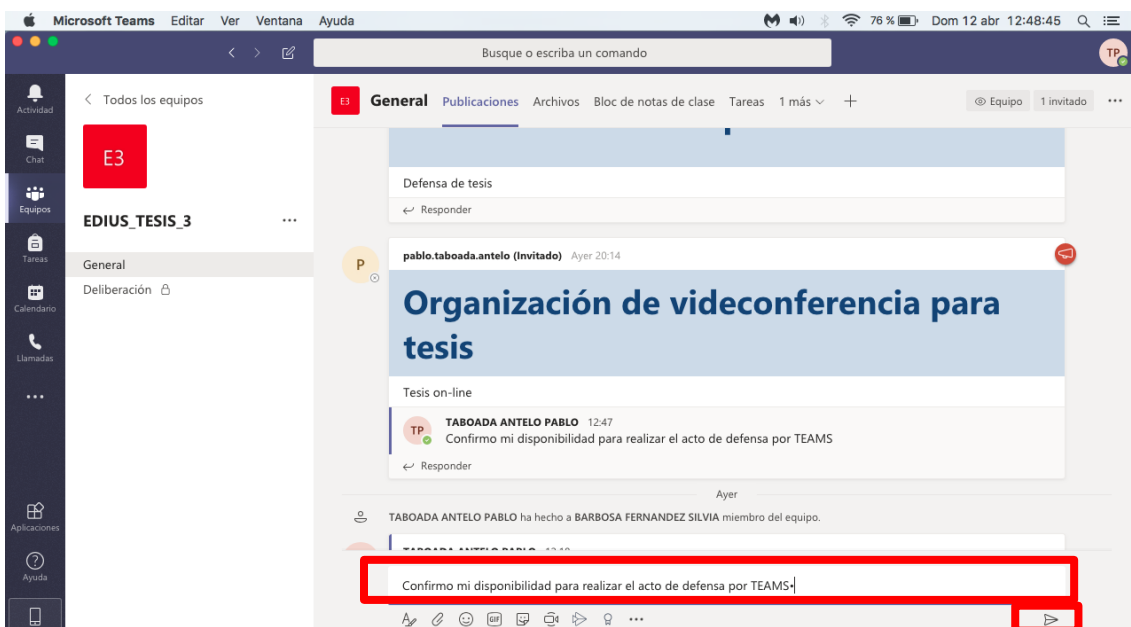
- In case you have logged in the app with other credentials (*guest user*), the application will be opened, and all work teams you have been joined to as *guest user* in USC corporative Microsoft TEAMS will be shown.



You should bear in mind that if the organization you are working in already uses Office 365 and you have been invited to participate in work teams from another institution, you must ensure that you select the University of Santiago de Compostela in the drop-down tab at the top of the TEAMS application window in order to display the work groups you have been invited to (or created, in the case of *USC users*) at USC.

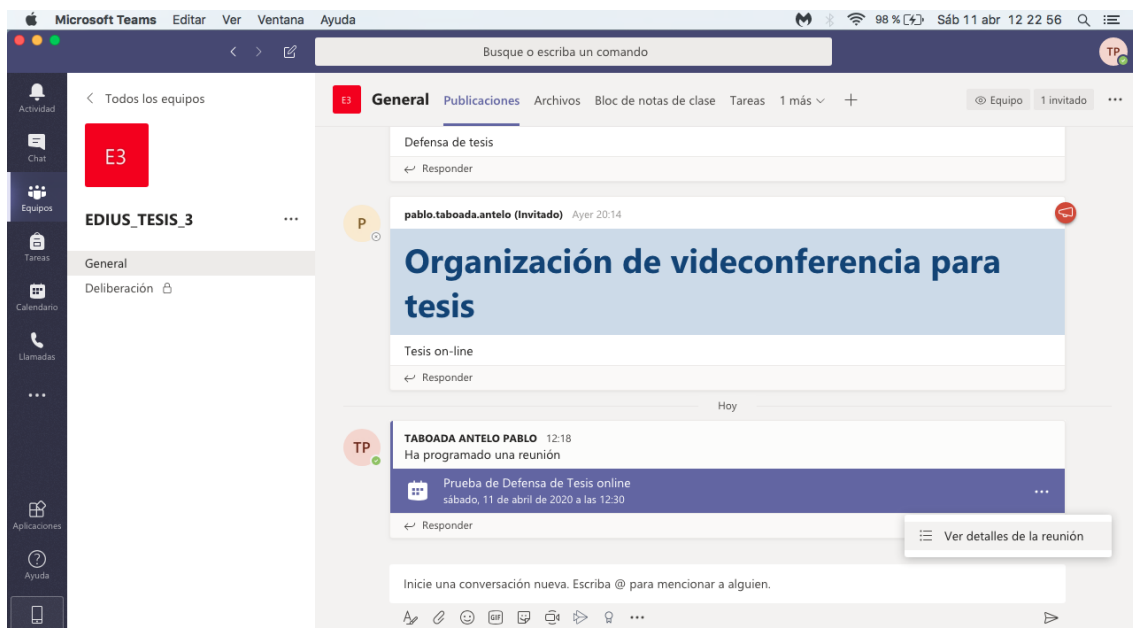
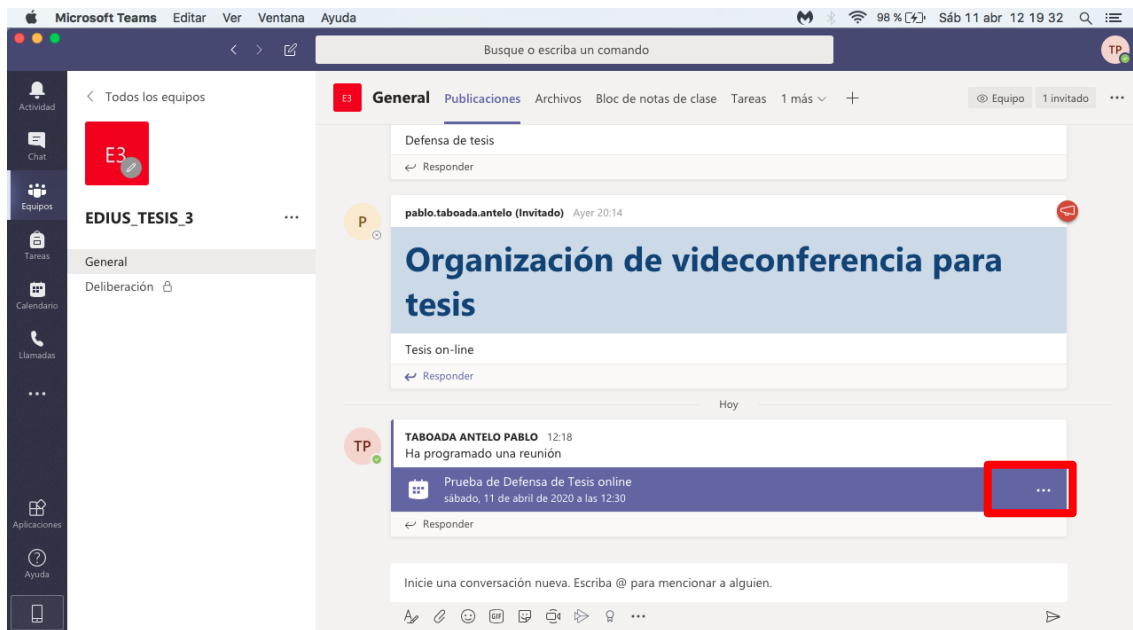


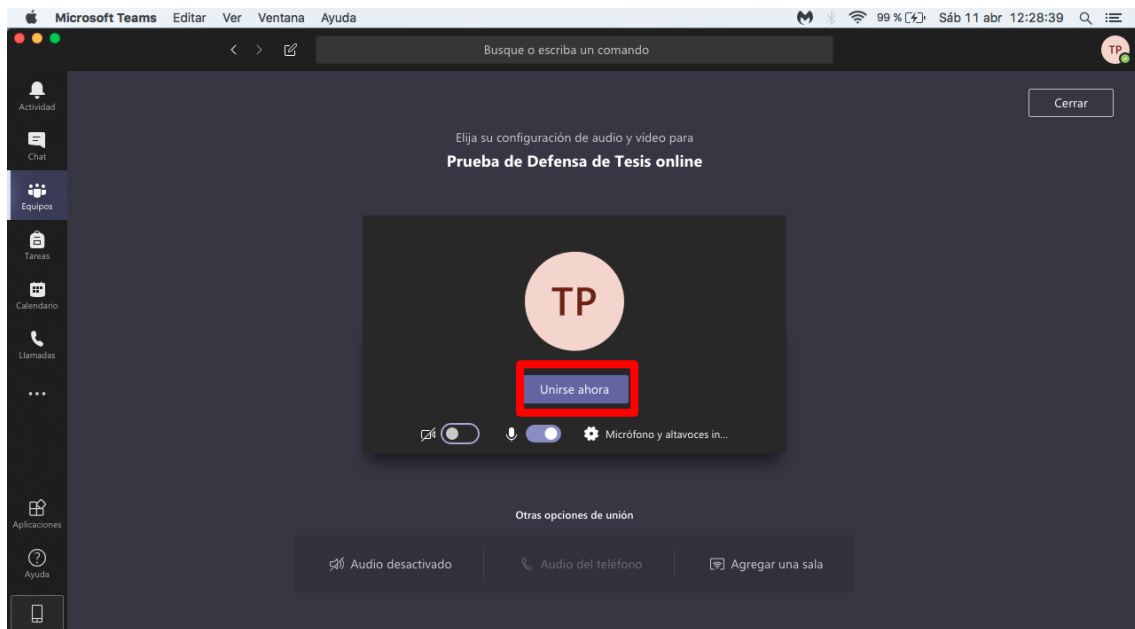
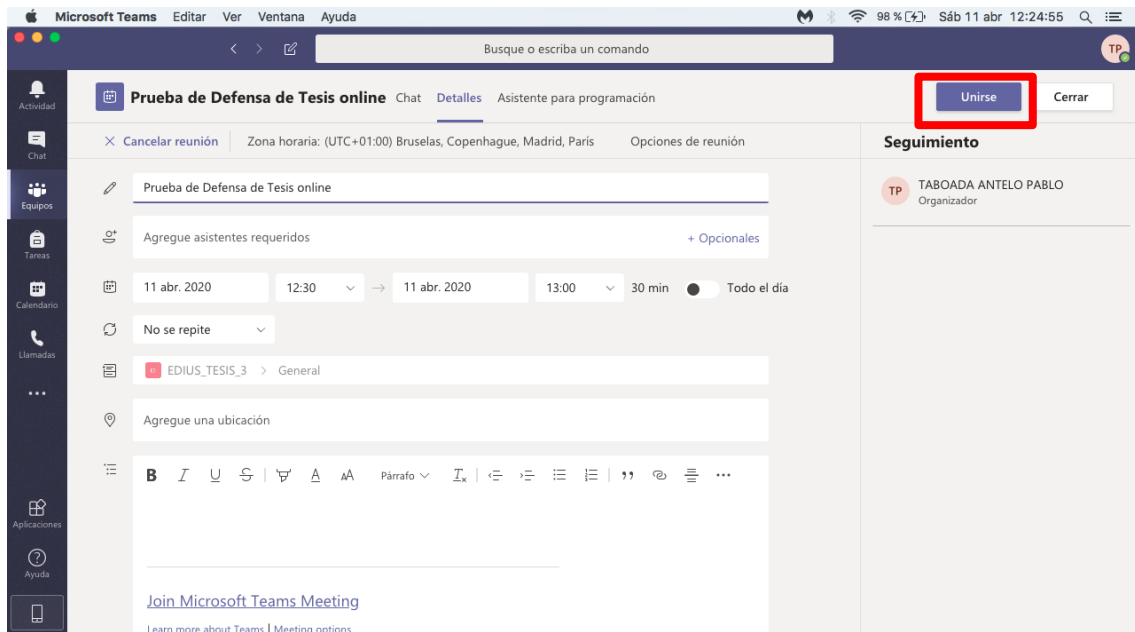
10. In both cases (*USC user* and *guest user*), the team you have been joined to will consist of two channels, one called "General/General" and other named as "Deliberación/Deliberation".
11. The on-line PhD viva will take place using the "General/General" channel; therefore, the members of the examination board, the PhD student, his/her supervisor and the staff of the Doctoral School and/or of the Information Technology Area of the USC will participate as members in this channel. The latter will act as organizers of the on-line PhD viva session and will ensure its correct development, avoiding as much as possible computer problems and providing assistance to the PhD student and the members of examination board in all necessary matters.
12. Only the members of the examination board will be added to the channel called "Deliberación/Deliberation". This will be channel used for the on-line deliberation and qualification of the PhD thesis.
13. To verify that the PhD student, members of the examination board and the supervisor/s have successfully joined the group created for the viva, they will send a message through the channel called "General/General" confirming that everything is correct. In addition, the members of the examination board will indicate their availability to carry out all their functions through Microsoft TEAMS. To do this, they will write a text in the channel's chat and press the send button, leaving the message registered.



## B. CELEBRATION OF THE ON-LINE PhD VIVA

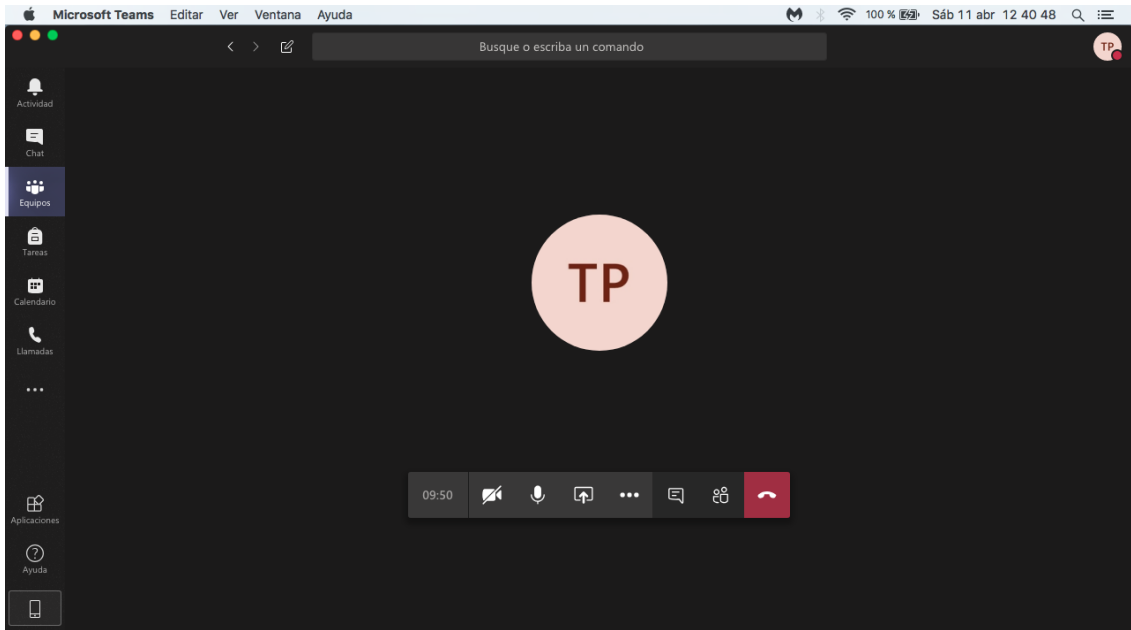
- Twenty minutes before the official time to start the viva by videoconference, the PhD student and the members of the examination board will log in the on-line viva session through the work group they were previously joined, as indicated above.
- The celebration of on-line PhD viva will take place in the channel called "General/General". Accessing this channel, you will see that the viva is already scheduled. Few minutes before starting the viva session, it will only be necessary to click on the viva announcement to join. To do this, the button with three suspension points located on the right side of the viva session announcement will be clicked.



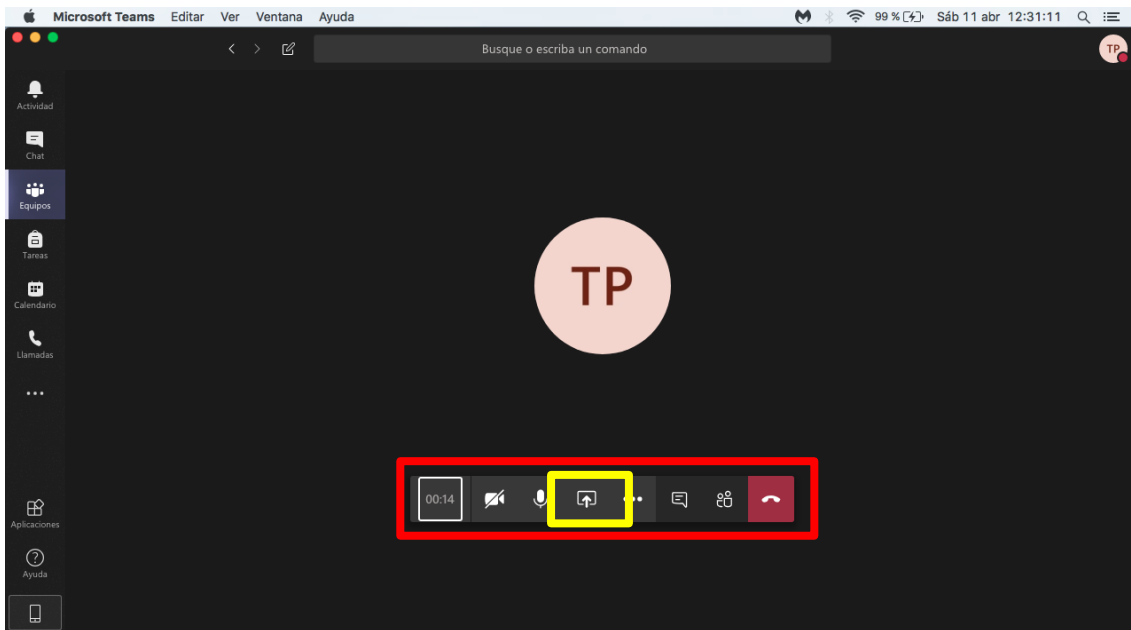


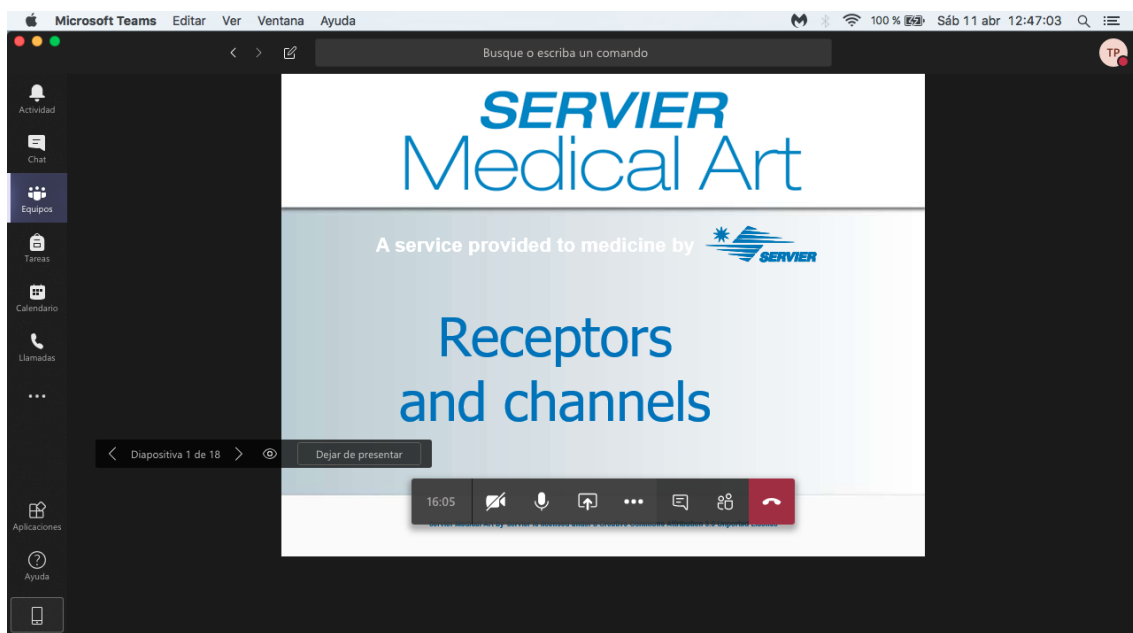
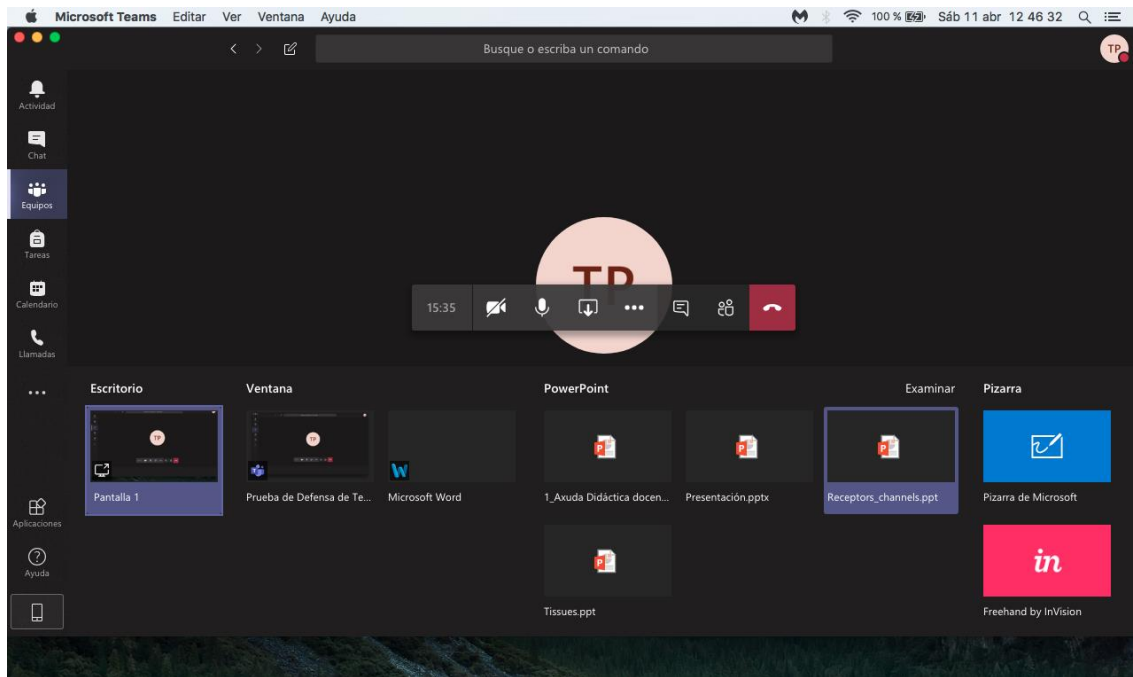
16. For a correct development of the on-line viva session, the members of the examination board are recommended to disconnect both the microphone and the camera to improve the quality of the signal after the President makes the suitable introduction to the session.



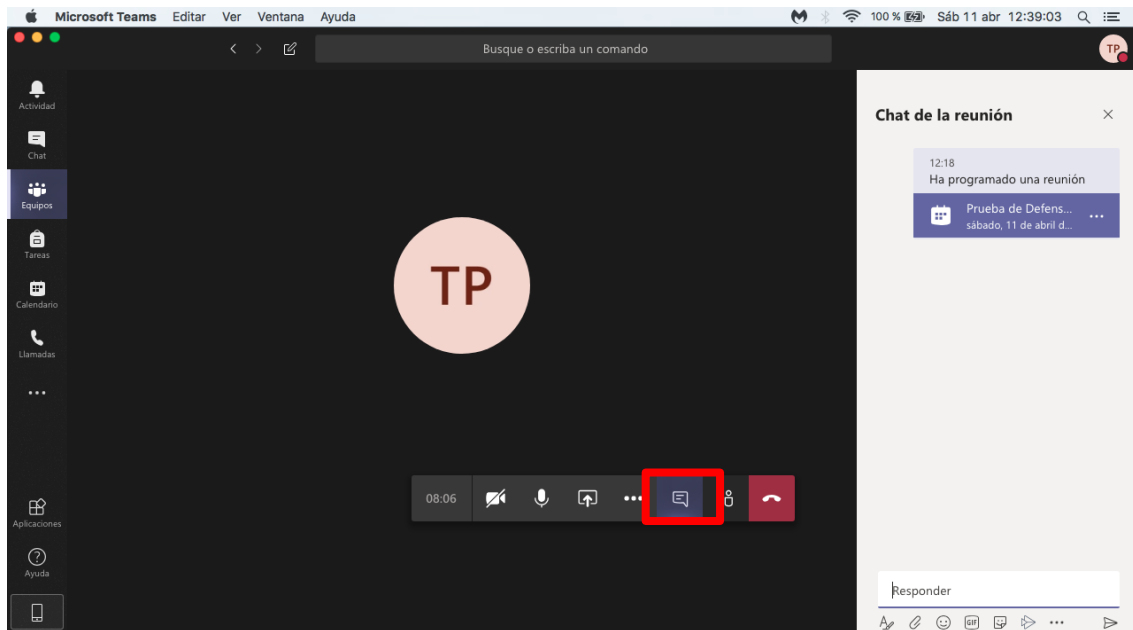


17. The PhD student will show his/her presentation through the screen using the menu option "Compartir/Compartir Powerpoint-Share/Share PowerPoint" if this is being made in PowerPoint. In case of the presentation is in another format, he/she will make use of the "Compartir/Escritorio-Share/Desktop" option and launch the required application from his/her computer.

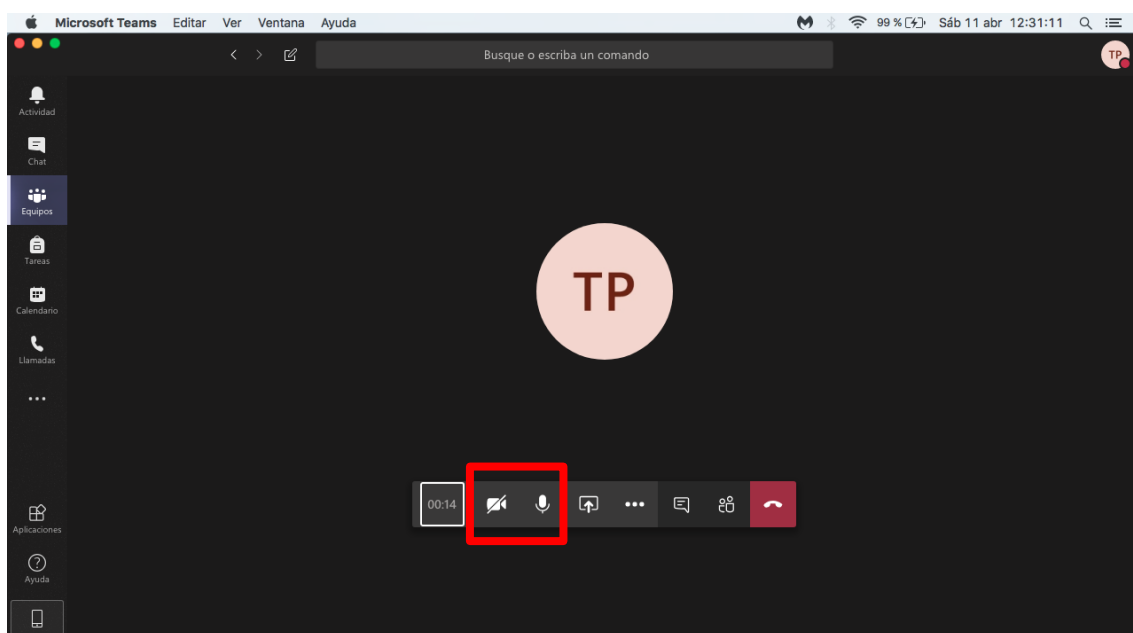




18. Before the PhD student begins his/her dissertation, it is recommended to activate the chat ("Mostrar conversación/Show conversation") in the drop-down panel, and use it to report the moderator any comment, technical problem, doubt or message, in general. In addition, the moderator, ex officio, will turn off the microphones of the attendees/audience of the PhD viva sesión (who must also turn off their cameras), and will begin recording the viva session, which will later be incorporated into the student's record. In case of not fulfilling these conditions and/or causing alterations throughout the viva, the assistants/audience may be logged out the viva session by order of the examination board's President.



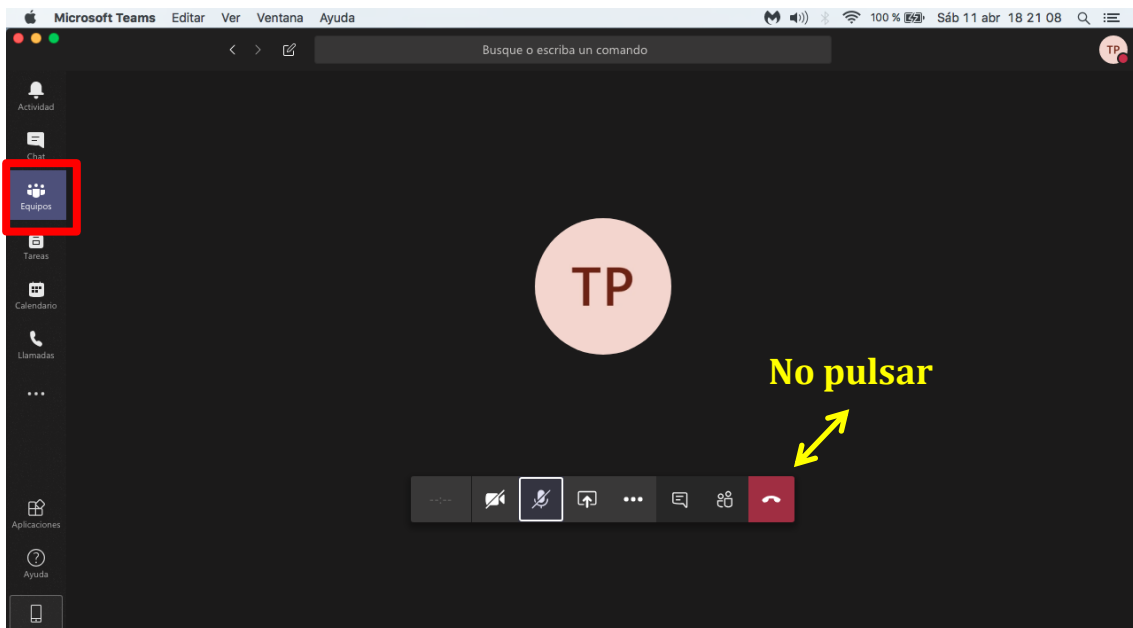
19. If a member of the examination board would want to make a comment along the PhD student's dissertation, he/she will switch on his/her camera and microphone using the drop-down panel.



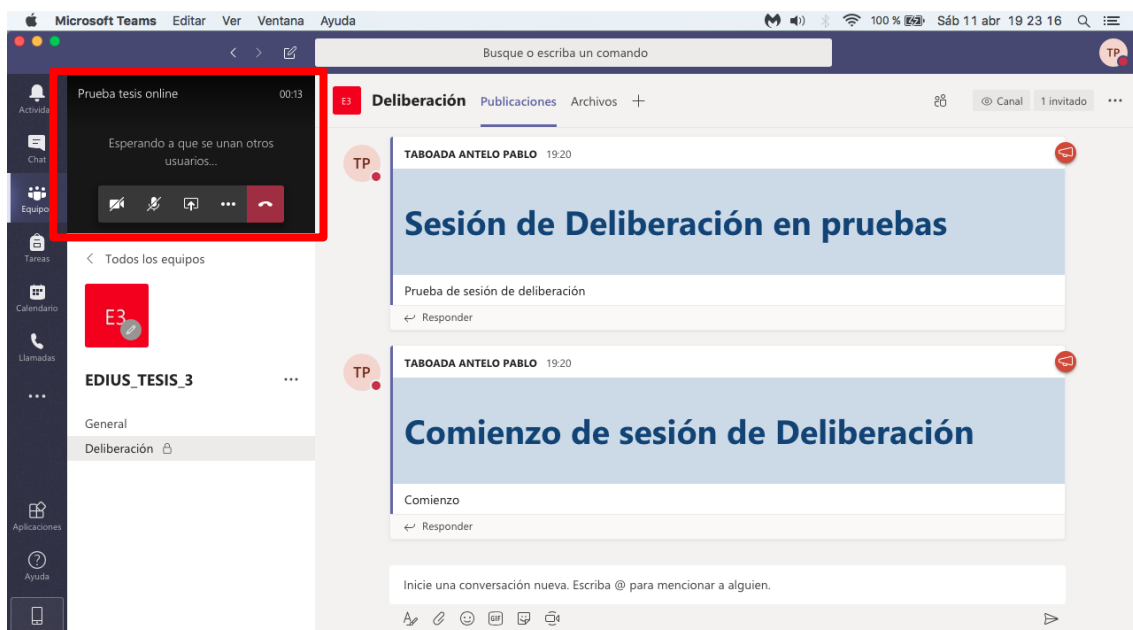
20. Once the PhD student's dissertation is finished, the turn to ask by the examination board will begin. To do that, each member of the board will switch on his/her camera and microphone successively. After finishing each turn to ask, it is recommended to switch off the camera and microphone again. In case of a new speech, the corresponding member will switch them on again.
21. After finishing the turn to ask by the examination board, in the event that of any Doctor among attendees/audience of the online viva wants to ask a question, upon previous request through the session chat, the President of the board will give him/her the floor and the session's moderator will switch on his/her microphone. After the speech, the microphone will be switched off.

## C. CELEBRATION OF THE DELIBERATION AND GRADE SESSION

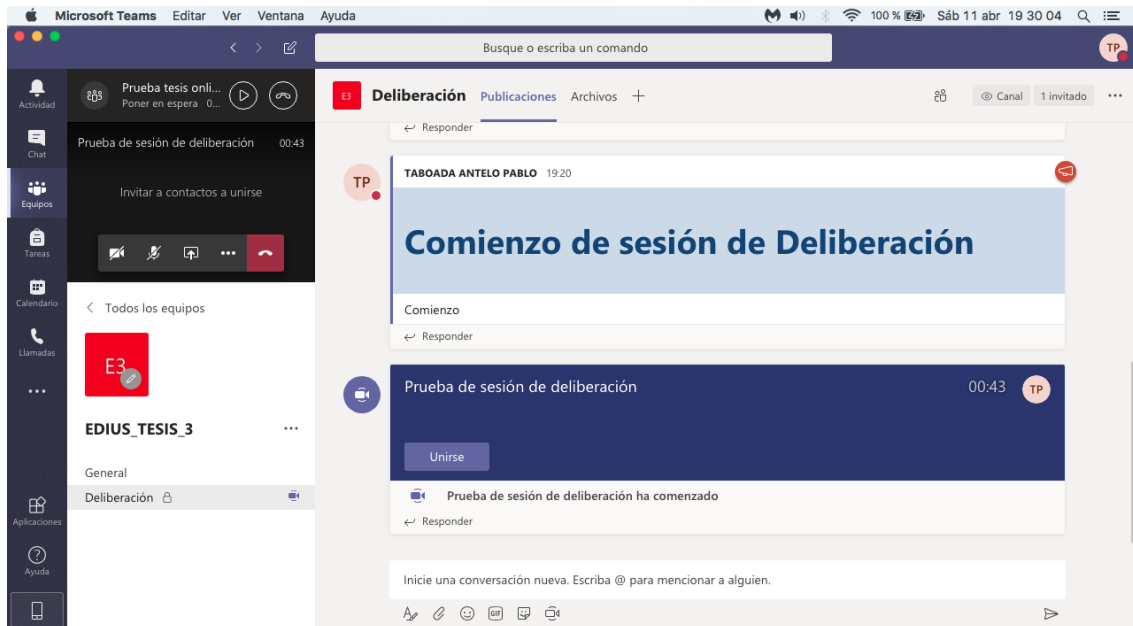
22. Once the PhD viva is finished, the members of the examination board will switch off their video and microphone in the viva session at the “General/General” channel and will move to the “Deliberación/Deliberation” channel. To do this, they will click the "Equipos/Teams" icon on the left side of the computer screen, and they will be come back to the work team created for the PhD viva (please, do not click the session exit button).



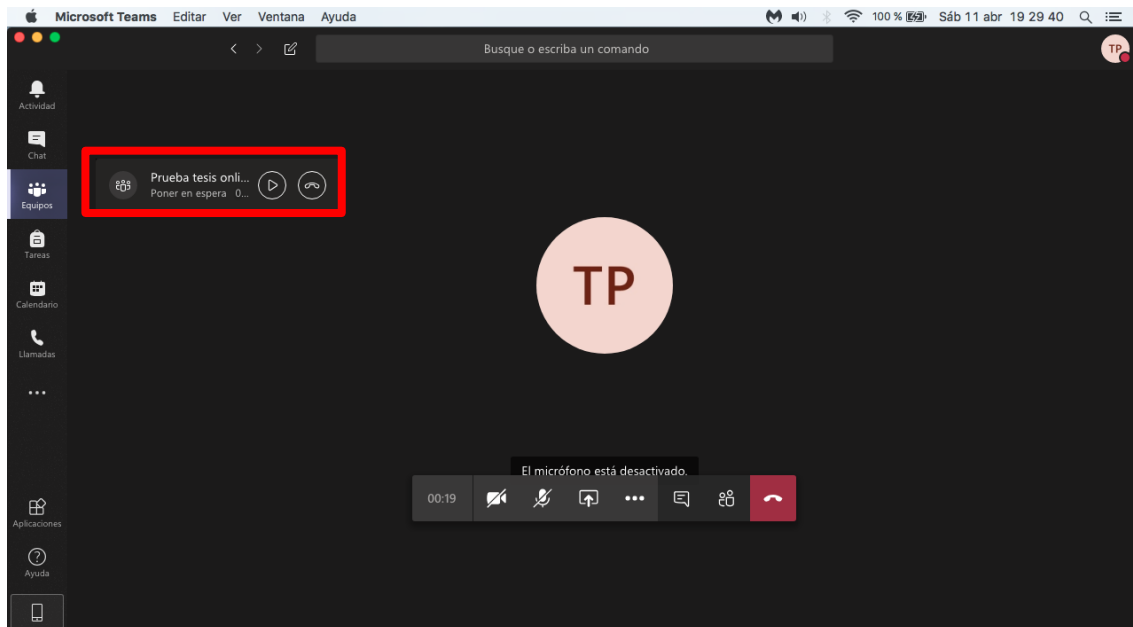
23. Back at the work team, each member of the examination board will click the “Deliberación/Deliberation” channel tab to get access. At the same time, it can be observed how the PhD viva session is put on hold.



24. The members of the examination board will join the deliberation session launched by the moderator by simply clicking the "Unirse/Join" button. Once the members are found to be joined the session, the moderator will be logged out from this session so that the examination board may begin the deliberations for the thesis evaluation.



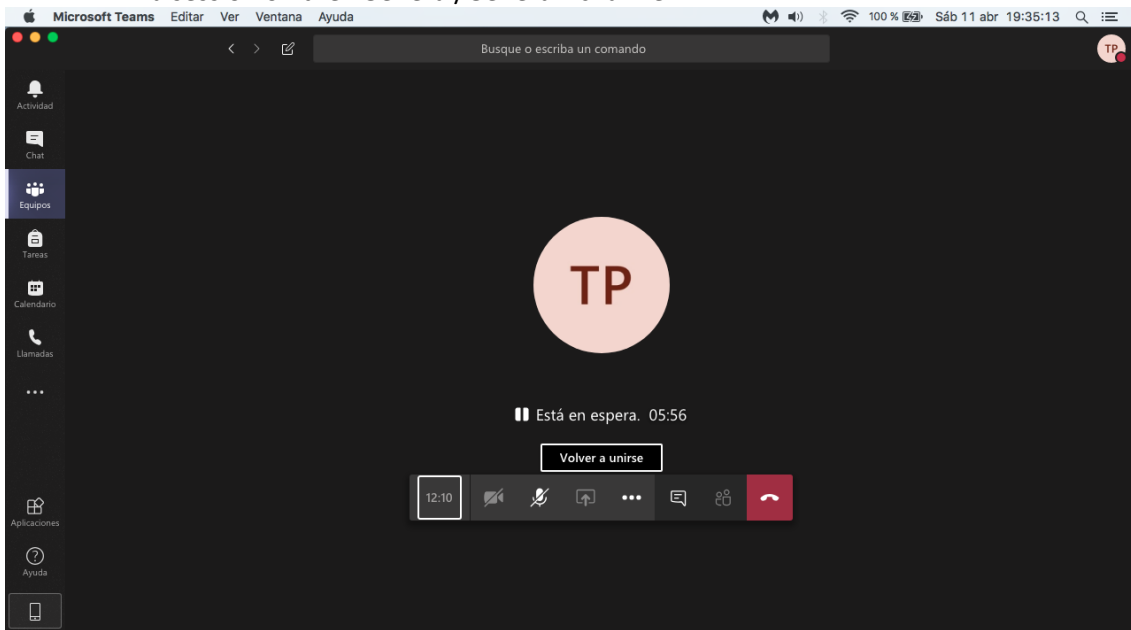
The members of the examination board will ensure that their connection to the PhD viva session on the "General/General" channel is kept but put on hold whilst the deliberation and grade session is taking place.



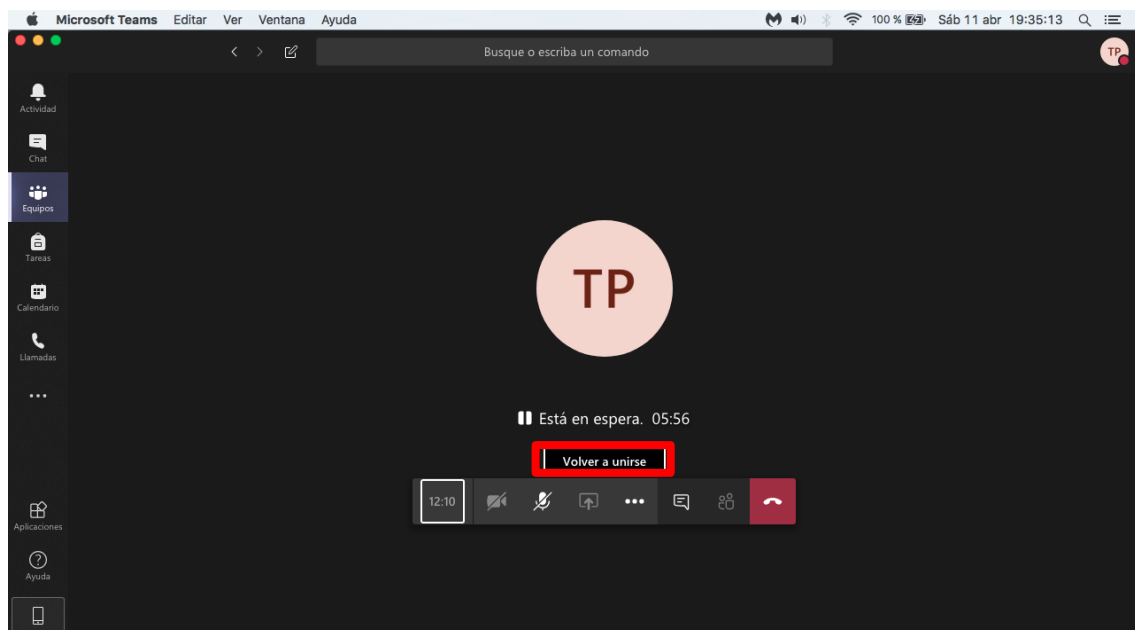
#### D. COMMUNICATION OF THE THESIS GRADE

25. Once the board's deliberations are over, their members will switch off from the deliberation and grade session on the "Deliberación/Deliberation" channel by clicking the

"Colgar llamada/Hang up Call" button. Automatically, the application will return to the PhD viva session on the "General/General" channel.



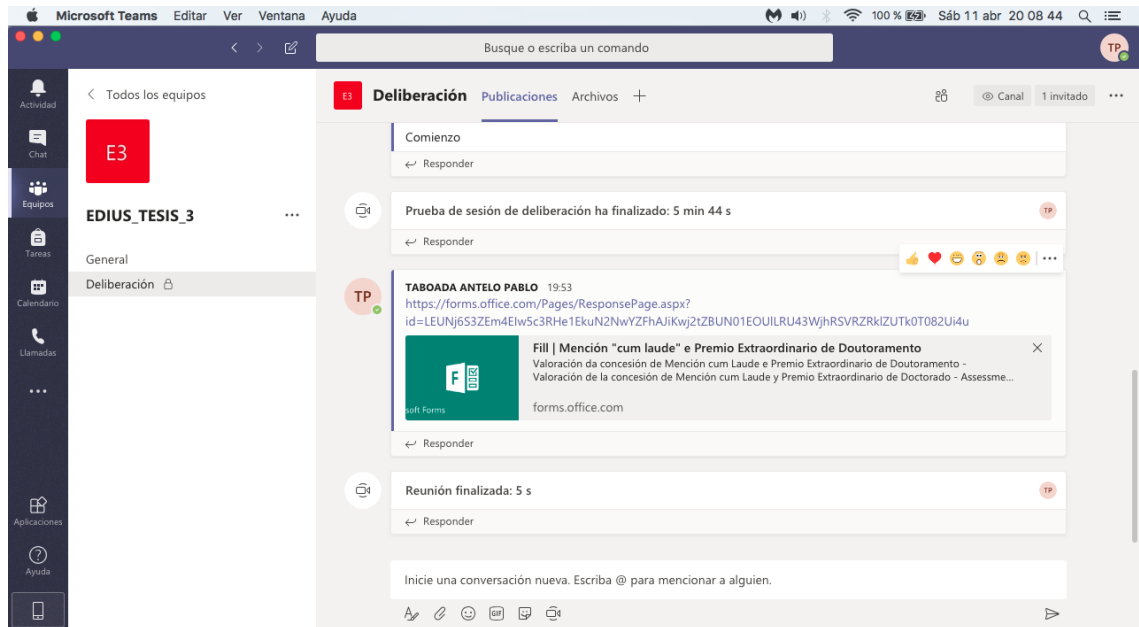
26. To communicate the thesis grade to the PhD student, the members of the examination board must simply click the "Volverse a unir/Join again" button; next, the President will turn on his/her camera and microphone to proceed with the communication of the grade.



27. Once the communication of the thesis grade is made and, therefore, the PhD viva is completely finished, the examination board, the PhD student, his/her supervisor/s and the attendees/audience will log out the session by clicking the "Colgar llamada/Hang up call" button.

#### **E. VOTING FOR THE "CUM LAUDE" MENTION AND ASSESSMENT FOR THE EXTRAORDINARY DOCTORAL AWARD**

28. Once the PhD grade has been communicated to the PhD student by the examination board, each member should move to the “Deliberación/Deliberation” channel an hyperlink to vote the following: if the PhD thesis deserves the “cum laude” mention and its grade for the Extraordinary Doctorate Award. To do this, each member of the examination board will simply click on the hyperlink provided, and a form will be automatically opened in a tab of his/her browser, where all fields should be filled in (it is convenient that a web browser should be previously opened, using Chrome, Microsoft Explorer or Microsoft Edge as recommended ones).



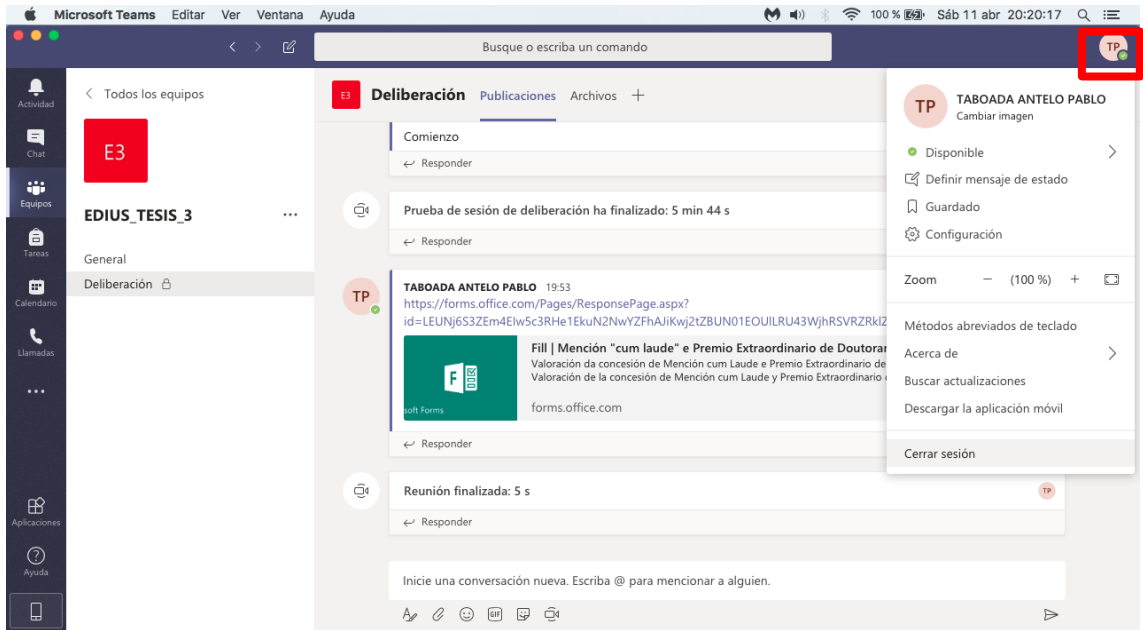
To ensure the correct operation of the voting system using the form, each member of the examination board should introduce a random verification code:

**PhD student´s complete name\_2 digits\_2 letters\_1 symbol\_2 digits\_2 letters\_1 symbol (Ex. JoseGarcia39dx%98ss&)**

1. Código de verificación/Código de verificación/Verification code \*

Please avoid the simplest combinations.

29. After filled in the form, each member of the examination board will close the corresponding form tab in the browser. Next, to end up all steps related to the PhD viva, he/she will then simply log out the Microsoft TEAMS session by clicking on the tab with his/her user abbreviation/photo in the upper right corner of the application window (in the image "TP") and, later the “Cerrar sesión/Logout” button.



30. After finishing the PhD viva, the moderator will proceed to eliminate the created work team.