

Instructions for Organizing an Online Dissertation Council Meeting via Video Conference

- 1. Preparation for the Meeting**
 - 1.1. Notification of Participants**
 - **Deadline:** 5 working days before the dissertation defense.
 - **To Whom:** Doctoral student, members of the dissertation council, official reviewers, invited specialists.
 - **Methods:** Email and publication on the council's website.
 - 1.2. Platform for Video Conference**
 - Choose a reliable platform (e.g., Zoom, Microsoft Teams, Google Meet).
 - Check technical requirements: stable internet connection, video and audio quality.
- 2. Ensuring Technical Conditions**
 - 2.1. Visual Identification of Participants**
 - Ensure all participants have their video on and are clearly visible.
 - 2.2. Continuous Streaming**
 - Set up a live stream of the meeting for online broadcasting.
 - 2.3. Recording the Meeting**
 - Record video and audio of the meeting for future reference.
 - 2.4. Secret Voting**
 - Use the voting feature on the platform or a third-party service (e.g., Google Forms) for secret voting.
- 3. Conducting the Meeting**
 - 3.1. Opening the Meeting**
 - The chairperson:
 - Establishes the quorum and legitimacy of the meeting.
 - Introduces the doctoral student, specialty, dissertation topic, scientific advisors, and official reviewers.
 - 3.2. Official Presentations**
 - The academic secretary:
 - Announces the list of documents in the doctoral student's file.
 - The doctoral student:
 - Presents the main points of the dissertation.
 - **Questions and Answers:**
 - Participants ask questions, and the doctoral student responds.
 - 3.3. Presentations by Scientific Advisors and Reviewers**

- If an international advisor is absent, their review will be read.
- Official reviewers present online.

3.4. Discussion

- Unofficial reviews are read by the academic secretary.
- Organize a discussion among participants.

3.5. Voting

- Form a counting commission (3 members from the council).
- Conduct secret voting.

3.6. Announcement of Results

- The chairperson of the counting commission announces the results.
- The outcomes of the defense are declared, and the conclusion of the dissertation council is prepared.

4. Decision Making

- The conclusion is adopted by open voting with a simple majority.
- Possible decisions:
 1. Award the degree of Doctor of Philosophy (PhD) or a professional doctorate.
 2. Send the dissertation for revision.
 3. Send the dissertation for re-defense.
 4. Deny the awarding of the degree.

5. Closing the Meeting

- Closing remarks by the chairperson.
- Set deadlines and procedures for obtaining the official conclusion of the dissertation council.