

Continuity plan for research-related examinations and MRPs

Revised: July 24, 2020

MRP, thesis and dissertation oral examinations, PhD oral transfer exams and PhD oral candidacy exams are most effectively conducted face-to-face.

However, with Ryerson University shifting to an essential services model on our campus, all participants must join remotely through videoconferencing for these examinations.

If that is not possible the examination should be postponed. Members of the community may also join through videoconferencing. If there is a written component for a transfer/candidacy exam, then an alternate format should be considered. For example, the written exam could be converted to an at-home exam.

In all cases, all examinations must adhere to the requirements in Policy 164.

While Ryerson University recommends Zoom or Google Hangouts Meet for virtual meetings, **we are recommending the use of Zoom for oral examinations¹ with appropriate security measures in place.** The university has obtained Zoom licences everyone for such purposes. Note that both platforms provide a phone number to call into if necessary and integrate with Google Calendar². General information on using Zoom can be found in the links below.

Any questions related to procedures and policies for examinations can be directed to Carl Kumaradas (ckumarad@ryerson.ca; x4613), Associate Dean, Programs or Nancy Walton, Associate Dean, Student Affairs (nwalton@ryerson.ca; x6973). Questions related to video conferencing can be directed to Carl (avhelp@ryerson.ca) or the CCS Help Desk (x6806).

We recommend that programs prepare in advance for this format by testing out the setup of virtual meetings. In advance of the meetings, we recommend that the presentation slides be shared with all members of the committee. Keeping in mind that best practices for such virtual meetings are best determined at the program level, **we are providing some general guidance in a [separate document](#).**

1 Google Hangouts Meet is available to all Ryerson faculty members (<https://www.ryerson.ca/google/getting-started/google-meet/guide/>), but the waiting room and whiteboard features of Zoom are missing.

2 Be aware that adding a meeting link to Google Calendar through the URL field of the Mac OS Calendar app may result in it not showing up in Google Calendar.