Doctoral Progression (APR1) guidance for video calling

Before the APR1:

The PGR Administrator will send you any reports/module work completed to date, a copy of the students PDLP and a chair form and guidelines.

At least 24 hours before the APR1:

The chair should conduct a trial of the video conferencing software (1st option using Microsoft Teams and 2nd option using Google Meet), including <u>all parties</u>. Please see instructions below on how to use Teams and Meet, particularly on how to add examiners and the student to the video conferencing call.

Once the student has joined and left the call, the examiners could use this opportunity to plan their line of questioning/ key points to address – this should result in an efficient and shortened online progression review, reducing stress on the student.

**During the progression review:**

The chair should begin by thanking all parties for agreeing to conduct the review meeting in this way, given the exceptional circumstances. The chair should also reiterate that in the event of a technical failure, the chair has the authority, on behalf of Faculty Postgraduate Research Committee, to defer the review until a later date when a face to face meeting can be arranged.

The review should then begin.

<u>**Using Teams:**</u>

The chair should compose the chat group.

Select the pencil at the top of screen to invite your examiners to chat – just type their Keele emails in, all together.
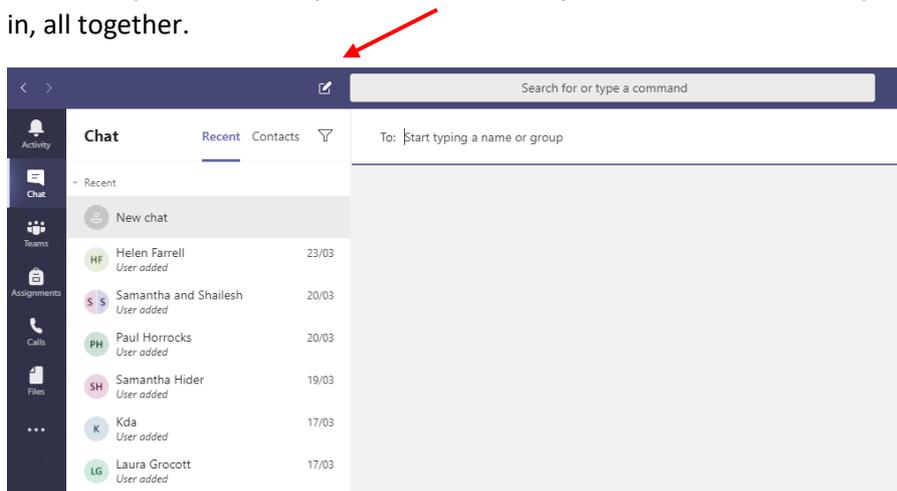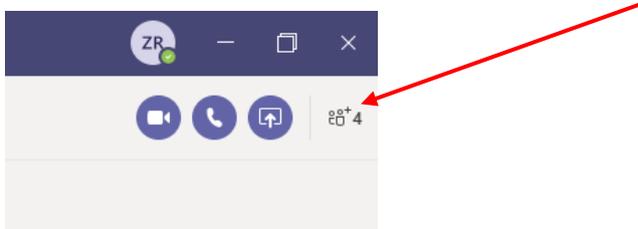

You can give the group a name but not necessary.

Then click on to the main screen, the top toolbar should change and it should then give you the video call option. Click there to start the call.
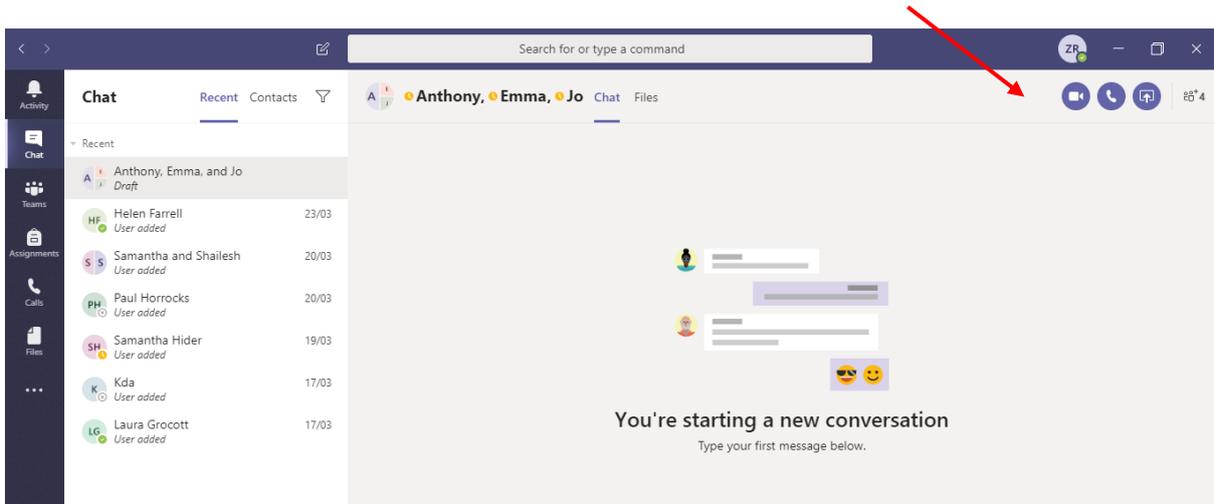
If you are happy with the quality of the video, proceed with the review meeting and invite the student. To do so, select 'show participants' in your call controls.


Then type the students Keele email in the add box.
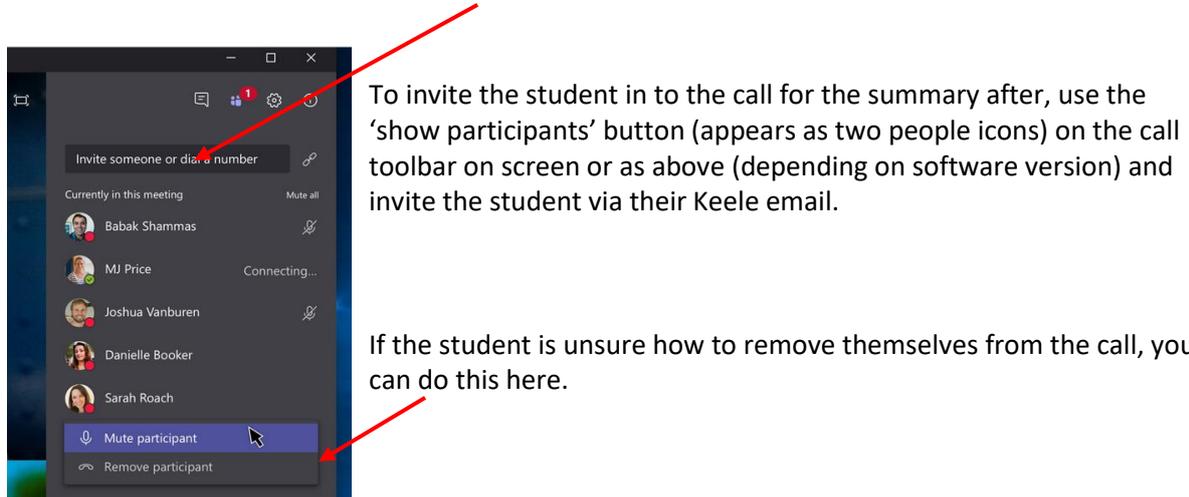
To invite the student in to the call for the summary after, use the 'show participants' button (appears as two people icons) on the call toolbar on screen or as above (depending on software version) and invite the student via their Keele email.

If the student is unsure how to remove themselves from the call, you can do this here.

You can mute attendees or remove them here too.
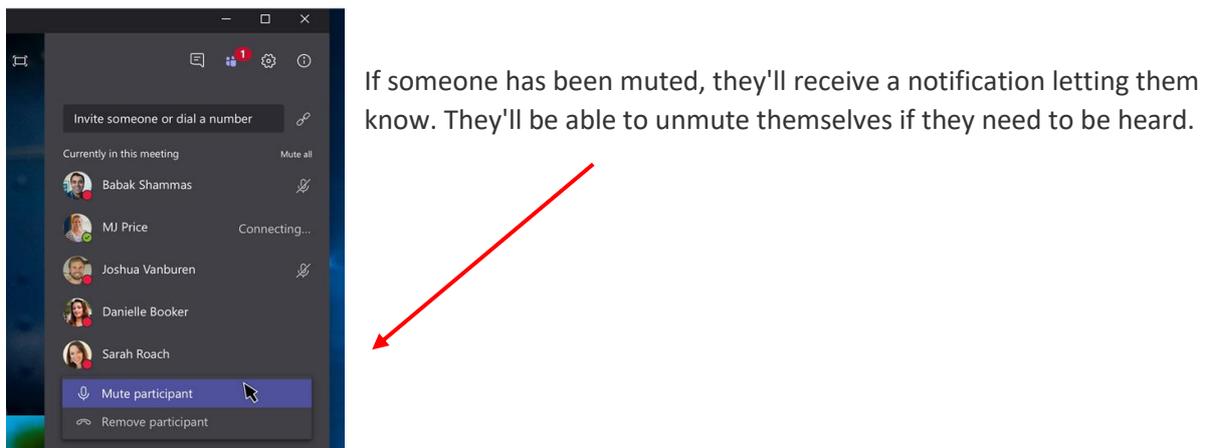
If someone has been muted, they'll receive a notification letting them know. They'll be able to unmute themselves if they need to be heard.
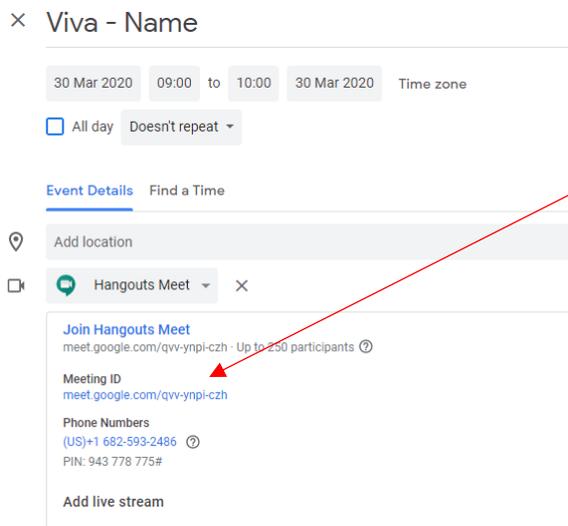
Using Google Meet:

The chair should compose the 'Meet', if Teams is unviable.
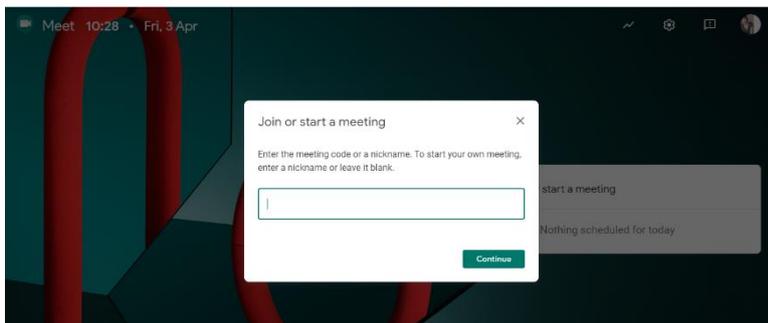
There are two ways this can be done.

1. The chair could add a 'Meet' to a diary invite by clicking add conference, then hangouts.
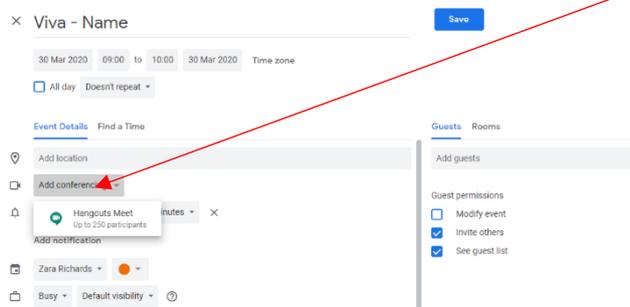
This will generate a code which can be shared with the examiners and student via the dairy invite, or by email.
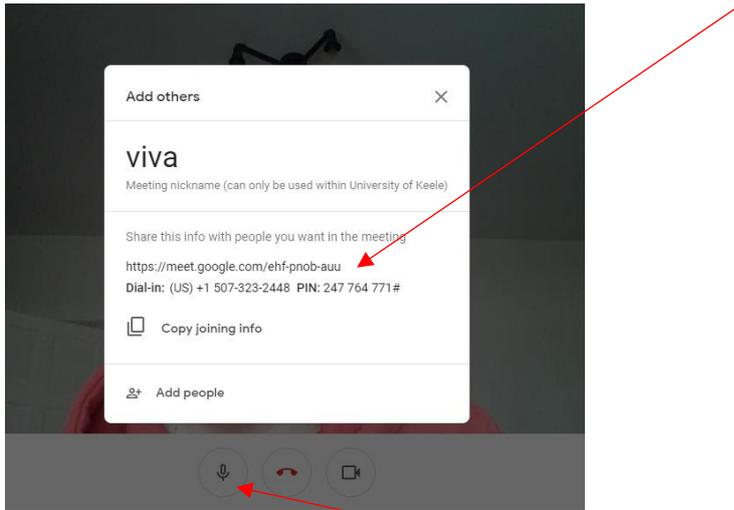

Alternatively, the chair could open https://meet.google.com/ and type a meeting name in to the box and then press continue.

You will be taken to a screen to check your camera and mic settings.
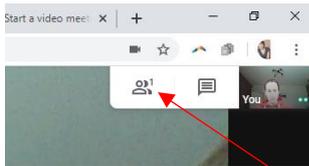
When ready, press 'join now'.

You will then be prompted to add others or you can send the link generated below.

To mute yourself, click the Microphone icon in the menu at the bottom of the window.

You can mute another participant in Meet.

Open the participants list to bring up the options to mute.