

Oral exams by video chat at the Faculty of Science

The Faculty of Science offers the possibility of conducting online exams by video chat. This special format should only be chosen in special individual cases with plausible reasons. There may not be any disadvantages for the PhD candidates due to the online format.

The following rules and requirements must be satisfied for online exams by video chat:

- 1) All examiners as well as the PhD candidate must agree to the online exam by video chat.
- 2) The chair of the examination committee determines the format of the oral exam and is responsible for the legitimate operation of the exam. The format of the examination must be documented in the examination protocol.
- 3) Concerning technical issues please contact the ZDV. You can find a lot of information regarding software solutions for video conferences on the webpages of the ZDV. We recommend conducting a technical test before the oral exam takes place.
- 4) Please take care of a suitable splitting of the screens (e.g. in case of slides that are shown by the candidate). The candidate must be visible during the whole examination.
- 5) The candidate must assure that he or she used no unauthorized tools/sources nor aids other than those permissible during the whole examination.
- 6) The online exam must be documented completely by the chair of the examination committee (draft of protocol will be enclosed to the invitation email). He or she can delegate this duty to other examiners.
- 7) The online connection between the candidate and all examiners must be guaranteed during the whole examination. Permanent or frequent interruptions must result in the cancellation of the examination. The chair of the examination committee decides on the cancellation. A cancellation does not have negative consequences for the candidate. The examination must be repeated on a different day and time.
- 8) It is possible to involve guests or other audience during the 30 minutes talk not for further discussion and questioning part.
Please take care that the candidate is excluded from the discussion on marking. The candidate must be informed about the result of the oral exam, immediately after the exam and the subsequent discussion.
- 9) The chair of the examination committee is responsible for collecting all signatures of the examiners on the examination protocol. The completed protocol can be sent to the examiners by mail and must be (printed and) signed by each examiner. All signatures must be sent to the PhD office.