

## **Handout for conducting oral examinations (*disputations*) as online video exams (software *zoom*) at the Faculty of Human Sciences**

**The following points should be observed before, during and after an online video exam:**

### **1. Basics of an online video exam (software *zoom*)**

The provisions for oral examinations apply in accordance with the relevant Doctoral Regulations of the Faculty of Human Sciences of the University of Cologne.

Audience members (i.e. faculty members) may only attend the disputation upon application to the Doctoral Office, provided the entire examining board agrees. The chair of the examining board will seek the decision of the entire board on the faculty public and, if appropriate, ensure that the audience is able to attend. The audience shall have no right to contribute to the proceedings in any way.

The content and demands of the online video examination must correspond to the degree of difficulty of the form and content of the originally planned examination.

### **2. Requirements for an online video examination**

Until further notice, oral doctoral examinations at the Faculty of Human Sciences will be held exclusively in online format.

In the case of a proven impairment, an appropriate equivalent form of disputation can be determined upon application (by e-mail to [promotionen-hf@uni-koeln.de](mailto:promotionen-hf@uni-koeln.de)) to the Chair of the Doctoral Committee. This is decided on case-by-case-basis.

In the run-up to the oral examination, all parties involved (the doctoral candidate and all members of the examination board) are requested to agree to the conducting of a video examination (zoom) Please confirm your agreement to the conducting of the oral examination as an online video examination (zoom) without further request and immediately after receiving the invitation to the oral examination by e-mail to [Promotionen-hf@uni-koeln.de](mailto:Promotionen-hf@uni-koeln.de).

With her\*his confirmation, the candidate guarantees that he/she will use his/her electronic tools during the examination exclusively for communication with the examining board and that he/she will not use any other unauthorized equipment.

All candidates must be equipped with the technical requirements to take part in an online video exam (suitable room, PC / notebook / tablet with a camera and microphone, stable internet access).

The candidate uses a (examination) room with only one entrance for the duration of the examination. (The room is NOT provided by the Faculty of Human Sciences).

The candidate makes sure that he/she is alone in the room during the examination period and that there are no disturbances (telephone / visits etc.).

The members of the examining board also ensure that the examination is conducted without any disturbances.

### **3. Preparation and execution of the online video examination (*zoom*)**

Before starting the actual examination, all participants should have made themselves familiar with the elements and functions of the *zoom* software.

The chairperson of the examining board invites all participants of the examination to the online video examination (candidate and all members of the examining board) and directs the examination (as "Host" of the *zoom* conference).

At the beginning of the exam the candidate shows that he/she is alone in the examination room.

Throughout the examination, the candidate's camera and microphone remain turned on.

At the end of the examination, the candidate will leave the video conference temporarily while the examining board discusses the grade. After the grade has been determined, the candidate is switched on again and informed about the grade. For this purpose the *zoom* "waiting room" function can be used.

#### **4. measures to be taken in case of extraordinary occurrences**

If the Internet connection is interrupted, the examination should be continued as soon as possible.

#### **5. sending of the examination protocol**

We ask the chairperson of the examining board to record the grade on the first page of the minutes and to have the complete examination protocol electronically signed by all members of the examining board.

The complete examination protocol, signed by the entire examining board, should then be sent as a scan by e-mail to: [promotionen-hf@uni-koeln.de](mailto:promotionen-hf@uni-koeln.de).

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