

Guidelines for Holding Online Colloquia

(decision passed by the Rectorate on 03/06/2020 following recommendation by the Study Committee)

Until unrestricted on-site teaching has been restored, and in the event of force majeure, colloquia can be held via video conference.

General information

The provision of online colloquia via video conference is subject to voluntary approval. This means that switching to this kind of examination is voluntary for all persons involved, i.e. examiners, students and, if applicable, expert observers. Correspondingly, the student's consent must be obtained via email prior to the examination. Students must confirm that they have read and understood these guidelines and that they agree to the conditions via email. A draft text that can be used for declaring consent for the use of online colloquia can be found at the end of this text.

If a colloquium is taking place as an online colloquium, the provisions of the respective examination regulations will apply.

- The degree of difficulty, the choice of topics, the authorised materials and the examined competencies of the online colloquium must be identical or equivalent to a colloquium being held on site.
- The length of an online colloquium must be equivalent to an oral colloquium being held on site.
- In order to test the technical requirements and to allow all participants to get to know the functions of the programme, a suitable amount of preparation time should be added to the length of the colloquium (approx. 10 min.) or a test meeting should be held.
- If severe technical faults occur, both the students and examiners can abort the online colloquium.
- It is not permitted to make an electronic recording of the examination.
- The minutes of the online colloquium are recorded in the same way they would be recorded in an on-site colloquium. One of the examiners is responsible for keeping the minutes.

Video conferencing systems such as DFNconf, zoom, gotoMeeting, skype or BigBlueButton are suitable for holding the online colloquium.

Participants

- Only one student is examined per examination.
- The number of examiners complies with the provisions of the valid examination regulations and is identical to the number and line-up of an on-site examination.
- If the valid examination regulations allow persons to attend the on-site colloquium as members of an audience, this is also approved for colloquia being held online. The members of the audience (guests) must register with an examiner at least one work day prior to the colloquium. If there is a public announcement for the colloquium, it should be complemented by the link to the online colloquium.

Requirements

In order to be able to take part in an oral online colloquium, all participants require

- a PC/a laptop/a tablet/a smartphone with camera and microphone and
- a stable internet connection.
- Furthermore, all participants must make sure that they are in a disturbance-free environment. This includes the requirement that no other persons are allowed to be in the same room during the examination and that no phone calls are to be expected. If it is impossible for the examinee to avoid the presence of other persons in the same room (e.g. if s/he has a young child at home), this must be discussed individually with the examiner prior to the examination.
- If possible, the persons taking part in the examination should also make sure that they are also available over the phone. Contact telephone numbers should be exchanged prior to the examination in case technical faults occur during the course of the examination. If this is not possible, communication will take place via email.

Preparation and holding of online colloquia

1. All of the examination participants should familiarise themselves with the functions of the tool prior to the start of the colloquium. The timeframe should include a short amount of preparation time (approx. 10 min.). It is recommended that a test run is held prior to the date of the examination. If all of the participants are familiar with the technical details and there are no technical problems, the examiners and student discuss the planned course of the colloquium. During this preliminary discussion, the examiners announce the authorised materials that can be used during the examination.
2. (optional) If a joint electronic whiteboard or similar technical means can be used during the colloquium, the way they work must also be briefly tested by all participants prior to the colloquium.
3. If one of the examiners does not personally know the student, the student's identity must be verified prior to the start of the colloquium by presenting photo ID (national identity card, passport, driving licence or similar photo ID document) in front of the camera.
4. By moving the webcam 360° around the room, the student shows that no other person is present in the same room, that the door is closed and there are no unauthorised materials in the field of vision. This pan must be repeated during the examination if demanded by the examiner.

5. Guests taking part in the colloquium may not switch their microphone on during the entire course of the colloquium (= mute). The muting can only be terminated if explicitly permitted by one of the examiners.

Then the colloquium can begin.

6. The presentation must be held live.
7. One of the examiners is responsible for the technical hosting of the subsequent discussion.
8. After the end of the colloquium, the student and all of the guests leave the video conference. If the video conferencing tool provides separate video rooms and the examiners would like to use them, they may do so.
9. The examiners discuss the mark. Once the mark has been determined, the student will receive an email or notification via the text function of the video conferencing system, which asks him/her to return to the video conference.
10. The mark and the grounds for the mark will be announced in the video conference.
11. The minutes recorded during the colloquium will be sent by the examiners to the respective student office. The mark will be recorded in the examination system.

Procedure for extraordinary circumstances

- If there is a problem with the internet connection during the online colloquium, attempts must be made to continue the colloquium as fast as possible.
- If the connection fails repeatedly, the colloquium will be cancelled and the participants must mutually agree to continue the colloquium at a later time that should be as soon as possible after the cancelled examination. It is possible to repeat the examination if the examination is cancelled at the start.
- All faults that occur during the examination must be recorded in the minutes of the examination, detailing kind, scope and length.
- If, during the course of the colloquium, there is suspicion that the student is cheating, s/he can be demanded to pan the room with his/her camera to show that s/he is alone and not using any unauthorised materials. If there is still doubt, the colloquium will be cancelled with a corresponding note in the minutes of the examination. The consequences from attempted cheating are defined in the General Examination Regulations in connection with the valid subject-specific examination regulations.
- Technical problems faced by participating guests do not lead to the cancellation of the colloquium.

Procedure for requesting an online colloquium

1. The examiner notifies the student office about the possibility of an online colloquium and the chosen technical platform at least five days prior to the day of the colloquium and informs the students about this possibility.
2. The student must provide his/her consent by signing the declaration of consent and sends this as an email scan to the student office and the examiner at least three days prior to the examination.

Draft declaration of consent

I request approval for ____ (the defence of my bachelor's dissertation/the defence of my master's dissertation/my colloquium) ____ in (summer semester/winter semester __Year__) to be held as an online colloquium.

I have read UAS Stralsund's "Guidelines for Holding Online Colloquia" and agree to its conditions.

I also declare my consent for the use of the platform that has been designated by the examiner and accept the corresponding data protection regulations.

Town, Date

Name

Student ID number

Telephone number