

ANNEX 5 – GUIDELINES FOR ONLINE GRADUATING EXAMS

Graduating final exams are allowed online, through the use of audio-video connection tools that allow:

- correct identification of the candidate;
- the conduct of the session in public form, thus allowing virtual access to the session by third parties, who for this purpose are authorized by the President of the session;
- confidentiality in the discussion of the vote that only members of the Commission can attend;
- the due formalities for the formalization of the session and the acceptance of the final grade by the graduating student.

1) After submitting the degree application and the thesis according to the methods indicated on the website <https://web.unipv.it/come-procedere-con-la-domanda-di-laurea/>, the graduating students, using the institutional email of University, must send to the President and the Secretary of their Commission, within the date communicated by them:

- copy of your presentation in pdf format, where applicable, to be used in case of connection malfunctions;
- telephone number to be contacted in case of connection malfunctions.

2) Graduating students must:

- set up a workstation from which to connect (according to the audio-video application chosen by the Commission for the conduct of the session, e.g. Skype for Business or Zoom);
- prepare the various materials they will have to share (e.g. ppt presentation);
- connect (according to the audio-video application chosen by the Commission for the conduct of the session, e.g. Skype or Zoom), using the link relating to your Commission, at least 15 minutes before the start of the first presentation of your Commission.

3) Presidents and Secretaries shall:

- verify that they have received all the material listed above by the candidates by the date communicated;
- communicate to students the link that will be used to connect to the audio-video application chosen by the Commission;
- ensure the availability of a suitable computer to allow the connection by checking its audio and video operation in time;
- perform tests on the correct functioning of the audio-video instrument identified, in order to limit the inconvenience during the session to the maximum;
- verify the connection with all candidates and their identity (using the copy of the document sent by the candidate) at least 15 minutes before the start of the session.

4) Following the schedule, the President / Secretary:

- proceeds with the recognition of the candidate by comparing the photo of the graduating student which can be viewed by accessing the reserved area (Esse3) with the face of the graduating student who appears on video-conference;
- invites the candidate to prepare and share their presentation file or to share their desktop;
- introduces the commission.

5) The discussion of the vote takes place in a confidential manner and only members of the Commission can attend it.

6) The proclamation is made according to the usual times (at the end of the session or after every single exam).