

Distance Graduation Sessions. Operative instructions

The graduation exams are performed remotely through the use of Microsoft-Teams. The procedure must assure:

- The correct identification of the candidate through an identification document;
- The performance of the exam in a public form, thus allowing third persons to virtually attend the examination session;
- The procedural fulfilment for the correct registration of the exam.

What students must do to be able to take the degree exam remotely

Documents to be sent

Graduating students, using the institutional email of the University, must send to the Didactic Secretariat of their Course by the deadline:

- A copy of the presentation (made with PowerPoint or equivalent tools) in pdf format, where applicable, to be used if connectivity problems occur;
- A telephone number to be contacted in case of connectivity problems;
- A declaration of acceptance of the distance graduation session. In case of refusal of the online mode, the graduating student will be relocated to the first session available. Please, note that, as the graduation session of March 2020 is the last useful for the attainment of the qualification for the academic year 2018/19, in case of withdrawal of the telematic method, the student must subsequently register to the 2019/20 academic year;
- The thesis, if needed, in PDF format.

Preparation of the workstation

Students must set up a workstation from which to connect via Microsoft-Teams (instructions for installing and using the tool are available at https://www.uninsubria.it/sites/default/files/File_Servizi/SIC/istructions_-_didattica-distanza_ms-teams_studenti.pdf).

They must also prepare all useful materials (presentations, videos, ...) to be shared at the time of the dissertation.

Upon presentation, students must also have an identification document to be submitted to the President of the commission.

What the President of the Degree Commission must do to plan the remote exam

The President must:

- Have a computer suitable for the use of Microsoft-Teams by checking the audio and video functioning and verify that the same applies to the members of the graduation commission who participate in the session remotely;
- Carry out tests in order to verify the correct functioning of the identified audio-video instrument, in order to limit any inconvenience during the session;
- Define a schedule of interviews implementing a distribution of students into slots including at least two candidates; such schedule must be communicated in advance to all students enrolled in the graduation session by e-mail, so that connections can be managed in an orderly manner and without overhead ;

- Verify in due time for the graduation session, that all the material listed above has been received from the candidates.

It is important to plan the slots in a reasonable way, in case of non-compliance with the scheduled times it is necessary to notify the candidates. We recommend organizing the slots as follows:

1. Dissertation: involving commission and candidates;
2. Reserved session: the commission only participates (asking students to disconnect from the conference in progress, the list of participants in the conference can always be checked by the tool);
3. Proclamation: involving commission and candidates.

Examination procedure

At the time established for each slot:

- The President of the commission activates the conference by inviting the members of the Graduation Commission (who are not present in the same location as the President) and the candidates included in the slot;
- Students attend the conference;
- The President introduces the Exam Commission to the candidates;
- The President proceeds to identify each candidate requesting the submission of the ID;
- The President invites the candidate, where necessary, to share their desktop;
- The Candidate performs the presentation respecting the scheduled times.

Proclamation

The proclamation is performed according to the methods defined by the Study Program (at the end of each slot or after each individual exam). The way in which the proclamation takes place must be clearly communicated to the candidates so that they can guarantee their presence in the Conference at the time of the proclamation.

Registration of the graduation exam

The exam is recorded as usual by the President of the Degree Commission.

Graduation-day

Aware that the modalities envisaged can mitigate the solemnity that the moment of the graduation deserves, so important for students and their families, the University promises to organize, when the situation will allow it, a Graduation day to celebrate the students who will have graduated in this period.

Delivery of the Diploma

The Degree Diplomas will be made available at the Students Affairs offices or on the occasion of the Graduation Day, at the student's choice.