

**Instructions for the oral exam TRASCRITTOMICA via MS Teams:
Version 26.05.2020**

1. Students need to make a regular inscription for the respective Appello of interest.
2. After the closure of the Appello **ONE WEEK BEFORE** the indicated date, students will be contacted in order to form **student groups that will be examined in different sessions** (4-5 students per session). Sessions will be held on different days; students can give preference for an exam session.
3. A separate channel will be opened for each exam session in MS Teams. **Students will be invited to join the different sessions.** NOTE: a student that does not accept the invitation to an exam session (until the official date of the appello) will be registered as "ASSENTE/ABSENT". Such students need to make an inscription for the next appello.
4. At the beginning of the exam, all students of interest **log into the respective exam session 15 minutes before the start of the exam.** Other students can join the session upon previous request. All students must **turn off microphone and videocamera.**
5. Students will be questioned one by one. At the beginning of the exam the candidate will be asked to turn on the microphone and videocamera and to confirm his/her identity by **showing the Uni Trieste student card.** The student needs to be visible by video – centered on the screen, blurred or artificial background is not allowed. Audio must work well. Students must look for a quiet, illuminated place to perform to the exam.
6. Each student will get **3 questions and has 20 minutes time to answer the questions** (ca. 7 min/question). 1 question will address the seminar prepared by the student; 1 question will address the topic of another student's seminar; 1 question will relate to the lectures held by the professor. A general knowledge on the specific topics will be examined that is followed by a discussion on experimental strategies for individual topics. Language of the exam: English or Italian.
7. After the oral exam, the professor will turn off microphone and videocamera and use another communication tool to discuss with the second member of the commission about the result (voto) of the exam (max. 5 min). Once completed, the professor will turn on again microphone and videocamera on MS Teams and communicate the result of the exam. **The student has to accept or reject the result after max. 1 hour after the exam sending an e-mail to the professor. The official Uni Triest e-mail has to be used to communicate the decision.**
8. After communication of the result via MS Teams the next student will be questioned.
9. It is not allowed to register the oral exam
10. If a student does not make a communication per e-mail within one hour after the exam, the student will be registered as "RITIRATO". No exceptions will be made.
11. If rules of the exam are not followed or students try to get any support to answer the questions, the exam will be immediately interrupted. No exceptions will be made.
12. If the exam is interrupted due to technical problems related to internet connection or software, the student will interrupt the exam and the next listed student will start the exam. If possible, the exam of the affected student will be continued in the same session. If not possible, the student needs to make an inscription for the next appello.
13. For eventual modifications of the rules, students must check the instructions again before doing the exam.
14. **Students are strongly invited to test the MS Teams platform with colleagues before doing the exam.**