

BRIEF GUIDELINES and SUGGESTIONS for the ORAL EXAMINATION on TEAMS

Exam procedure and rules:

In the day of the exam, the procedure will be as follows:

- A roll call of the applicants listed in each slot will be done first in order to verify their presence online. Applicants are supposed to answer “YES” showing themselves in the video. Therefore, the Committee will declare the exam open and Professors will proceed to call progressively each applicant for the exam.
- During the exam, examining applicant is requested to activate the video camera in addition to the audio (the other connected applicants must temporarily turn off the video camera and, above all, the audio so as not to disturb the examining applicant).
- Applicants whose slot is ongoing, are required to stay connected from the beginning up to the end of their personal turn. We cannot guarantee the timing for each candidate, because this may be affected by many different factors, first of all the number of applicants connected for the examination.
- Before to start each oral exam, the Committee will verify the identity of the candidate by checking the identification document. Please keep it handy and show it in front of the camera. Ideally please use the ID card or passport sent for the application in order to speed up the recognition procedure. In case applicants are going to use a different ID card or passport, please send us before the exam an email with a copy of the new ID card or passport in the attachment.
- The candidate has to answer quickly to the question. No teaching material and cheating is accepted.

Additional information:

- The link will start working one hour before the examination schedule.
- Italian candidates may be requested from the Committee to provide evidence of the selection fee payment.
- Results will be available few days after the end of the last examination slot, approximately by the end of July 2021.

Suggestions:

- In case you are not familiar with MS Teams, please have a look at the Microsoft Training at this link: <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
- According to our experience, the best browser working with MS Teams is MS Edge (not compulsory).
- Applicants do not need to download the MS Teams app, they can just take advantage of the web app.