

Salzburg, 20th March 2020**Commission board final examinations**

In order to avoid further inconvenience and delays in the completion of study programmes, and study delays, examinations requiring the presence of a commission board may, for the time being, also be carried out using online tools.

General information:

- The above will only apply for commission board examinations for the completion of a bachelor/ master/ doctoral degree or diploma programme.
- No one is legally obliged to carry out an exam under the above-mentioned conditions; it can only be carried out with the consent of all parties involved.
- Examinations must be carried out in accordance with official rulings, i.e. in the event of further restrictions on freedom of movement or something to the same effect, the planned examination may have to be cancelled at short notice.
- **The candidate and at least one member of the examination board must be present at the university for the examination.** The remaining members of the examination board may also take part in the examination via a video call or can be present at the meeting.

Examinations via video call:

- It is recommended to use the university licensed software Webex Meetings. It is also possible to use other programs, but no technical support can be provided.
- The video call can be made via business or private laptops on which the appropriate software is installed; in this case, it is recommended that the examination be conducted in a lecture hall or seminar room with a good internet connection and enough space. If a permanently installed video conferencing system is preferred, the Dean's meeting room at the Faculty of Natural Sciences is available as an examination space.
- Make sure to test the connection in advance!
- If the chairperson of the examination board is connected to the call online, another member of the examination board present must confirm the identity of the candidate and ensure that the examination can proceed.
- According to the University Law §79 (2), each member of the examination board must be present during the entire examination. If technical problems persist during the examination,

it may have to be paused in order to restore connection. If the call cannot be stabilised, the examination must be cancelled, and a new appointment must be organised.

- The participation of further persons (listeners) is only permitted via the video call. For organisational reasons, prior registration with the chairman of the examination board is required. The chairman can limit the number of other persons participating to avoid technical complications that may arise when others are added to the call.

Procedure:

- Examination dates and conditions (location of the exam, if there will be online participants and who they are) must be registered with the Dean via the relevant examination office (“Prüfungsreferat”). This should be arranged at least 14 days before the exam is going to take place. If an exam can only be arranged later, this must be in mutual agreement with all parties involved to allow enough time to organise and prepare for the meeting.
- The examination office will inform the responsible caretakers about the planned examination date. They will ensure the candidate can enter the university building in which the exam will take place. For this reason, the working hours of caretaking staff must be considered when setting the date of the exam.
- The examination office will additionally inform the IT Services via ticket@sbg.ac.at if participants wish to use online software during the exam. If participants would like to use the Dean's office at the Faculty of Natural Sciences, the faculty office must be informed via renate.diewald@sbg.ac.at, who is responsible for reserving the room.
- The minutes of the examination will be sent via email to the chairperson of the examination commission and can be completed and returned to the examination department via email.
- The general measures (good hygiene practice, further distances between participants, no handshakes and, if necessary, disinfection of shared objects etc.) must be observed.

Ao.Univ.-Prof. Dr. Martin Weichbold
Vice Rector for Academic Affairs