Possibilities for holding remote and partially remote state PhD examinations and dissertation defences at the FA CU[1]
(Technical procedures)

Basic information

Communication tool: Microsoft Teams ("MS Teams").
- In order to provide full technical support, no other tools may be used for state exams at the FA CU.
- MS Teams app: https://www.microsoft.com/cs-cz/microsoft-teams/download-app
- Instructions and technical support for the app: https://dl.cuni.cz/ms-teams/
- Basic information and training options: https://cczv.cuni.cz/CCZV-261.html and https://cczv.cuni.cz/CCZV-1.html
- Faculty support: https://elearning.ff.cuni.cz/

Prior to the exam, we recommend the following for all participants:
- Make sure MS Teams works properly and is updated.
- Check the camera, microphone, and headphones.
- Check the software controls, switching of windows, opening of the chat window for troubleshooting, feedback, etc.
- Make a test call in the software well in advance to verify all key functions (audio, video, desktop sharing, and recording).

The following should be ensured during an exam:
- Examiners who are not speaking should have their microphone muted and only turned on when they are speaking.
- Members of the board attending remotely should have their camera turned on.
- If there is sound interference, the administrator should mute everyone's microphone except for their own and inform everyone else of the interference and request that it be corrected.
- If voting is carried out by secret ballot, the following online app may be used: http://th.ff.cuni.cz/

Examination reports:
- Minutes and reports on the voting of the board are prepared in SIS in the standard format, module S*tate PhD exams – reports*. Letters of appointment for external examiners are also generated.
- The board itself arranges for printing the reports; printers are not standard equipment in classrooms.
- The reports of the board signed by at least the chair of the board and one other member are submitted to the PhD and Academic Qualifications Office no later than five business days after the exam.

Regulations:
- Code of Study and Examination of Charles University
- Rules for the Organization of Studies at FA CU
- https://karlovkaonline.cz/chci-zkouset/

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[1] In accordance with Article 9(14) of the Code of Study and Examination of CU, "If justified or purposeful, it is possible to perform the State Examination remotely, either in part or in full, providing that it is possible to verify the identity of the student, to ensure compliance with the rules set for the State Examination or a part thereof and to ensure that the requirement that it be public is met."

1) Fully remote examinations

The examined student, the board, and the public are present via the MS Teams meeting.

The PhD and Academic Qualifications Office arranges the following:
- Consent of the student to holding the exam remotely
- Creation of a meeting in MS Teams and its publication in an invitation on the official noticeboard for state examinations in SIS.

Examination board:
- The members of the board and the student (as well as any external examiner, supervisor, or consultant) log on to the meeting prior to the exam.
- As a rule, the chair of the board introduces everyone and summarizes the technical rules relating to the exam.

Exam Administrator[2] (the person who runs the MS Teams meeting in the app):
- The exam administrator does not record the exam unless access to the faculty buildings is restricted, mainly due to the epidemiological situation.
- If the exam needs to be recorded, the exam administrator borrows a laptop from IT Services with the OBS Studio program installed and records the exam both via OBS Studio and MS Teams. Training will be arranged by IT Services. After the exam has ended, the recording must then be sent to IT Services for archiving.
- Prior to admitting the public, the exam administrator must:
    o Verify the identity of the examinee by having the student show their ID card on the camera.
    o Inspect the room where the examinee is located. The student must provide a 360° view of the room.
    o Request that the student share the entire screen of their computer and shut down all running and background apps except the one in which the exam takes place.
- The exam administrator is entitled to approve another participant during the exam.
- The exam administrator must check whether someone has started recording the exam.
- The exam administrator ensures that the student and the public are disconnected from the meeting before the non-public part of the exam and re-connected after the vote so that they are present when announcing the result.

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[2] The administrator may be, in particular, the chair of the board, the programme guarantor, a member of the board, or the secretary of the unit that supervises the technical side of the exam (e.g. participation of the public or starting the recording) and checks for unsolicited manipulation relating to the recording, etc.

2) Partially remote examinations

Partially remote exams are held especially in the following situations (pursuant to Article 9 of the Code of Study and Examination of CU):
   a. When the student is present remotely and the board and the public are in person,
   b. When the student is in person, a part of the board is present remotely, and a part of the board and the public are in person, or
   c. When the student is present remotely, the board is in person, and the public is present remotely.

The PhD and Academic Qualifications Office arranges the following:
   - Creation of a meeting in MS Teams, and in the event of option c, also its publication in an invitation on the official noticeboard for state examinations in SIS.

Examination board:
   - The board reserves a room that conforms to the conditions for partially remote testing (placement of the camera, speaker, and microphone so that all participants can see and hear well). If some equipment must be borrowed, you need to contact IT Services at least three days before the exam due to the availability of equipment and possible training.
   - The member of the board present in person connects via a laptop in the examination room.
   - The remote members of the board (or any remote student, external examiner, supervisor, or consultant) log on to the online meeting prior to the exam.
   - As a rule, the chair of the board introduces everyone and summarizes the technical rules relating to the exam.

Exam administrator (the person who runs the MS Teams meeting in the app):
   - The exam administrator does not stream the exam (except for option c) or record the exam unless access to the faculty buildings is restricted, mainly due to the epidemiological situation.
   - The exam administrator must check whether someone has started recording the exam.
   - Option a
     The exam administrator must:
       o Verify the identity of the examinee by having the student show their ID card on the camera.
       o Inspect the room where the examinee is located. The student must provide a 360° view of the room.
       o Request that the student share the entire screen of their computer and shut down all running and background apps except the one in which the exam takes place.
   - Option b
     The exam administrator must:
       o Verify the identity of the examinee by having the student show their ID card on the camera.
   - Option c
       o Prior to admitting the public to the MS Teams meeting, the exam administrator inspects the student according to option a (see points above)

- o The exam administrator is entitled to approve another participant during the exam.
- o The exam administrator ensures that the student and the public are disconnected from the meeting before the non-public part of the exam and re-connected after the vote so that they are present when announcing the result.

Prepared by: PhD and Academic Qualifications Office, FA CU, April 2022