



Application for conducting an oral examination by videoconference outside the University or other institutions

Due to the corona epidemic, the University of Freiburg permits conduction oral examinations by video conferences under the conditions laid down in its statutes, even if the candidate is at a different location than the premises of the University of Freiburg or another comparable institution. An application by the candidate is required for it. In this context, the term "oral examinations" shall be understood in particular to mean oral course work, oral examinations during the course of study, oral Bachelor's and Master's examinations, oral examination papers, oral performance assessments, oral performance certificates, the defense of the diploma thesis in the course of study in Pharmacy, oral examinations in doctoral procedures and the scientific lecture in habilitation procedures.

There is no entitlement to take an examination by video conference. Exceptions shall only apply if the rejection of the application would mean exceptional hardship for the candidate.

Both the candidate and all examiners must agree to the video conference examination. There is no obligation on the candidate to take an oral examination in the form of a video conference.

The application must be printed out, completed in block letters and signed by hand. It shall be submitted to the competent body by mail or as a scan/photo by e-mail.

The corresponding examination board is responsible for oral examinations related to the Bachelor, Master, Magister, teaching professions (Gymnasium) and pharmacy (defense of the diploma thesis). For the courses of study in human medicine, dentistry, pharmacy (proof of performance) and law, the application must be submitted to the head of the respective course. In the case of doctorates and habilitations, the application must be submitted to the relevant doctoral or habilitation committee. It must be ensured that the document is complete and legible.

Please retain the enclosed information about data protection.

I,

First and last name

Matriculation number

Street

Zip code and city

E-mail address

Telephone number

Course of study

Subject semester

hereby request that the following examination be conducted by video conference:

- Accompanying oral examination / oral course work / oral bachelor or master examination / oral examination / oral performance assessment / oral performance assessment / oral performance record / defense of the diploma thesis

in the following subject / module / class (please provide a precise description):

- Oral doctoral examination
- Academic lecture in the habilitation procedure

Date of the oral examination, if known: _____

Please mark the appropriate box(es):

- I have already contacted my examiner.
- My examination date planned
on _____(date) had to be cancelled.
- I have noted that
1. I have to take all reasonable measures to exclude a disturbance of the video conference (for example by noise or third persons),
 2. my mobile phone must be switched off during the oral examination
 3. my identity is established before the start of the examination, for which purpose I must keep my identity card or a comparable official identity document; alternatively, I may be asked to provide a copy of the identity card by e-mail or other means in good time before the video conference is held,
 4. before the start of the test, it is checked whether all persons involved in the test can perceive each other with sufficient sound and image quality,

5. I am required to point out technical and other malfunctions immediately when they occur,
 6. that the communication via video conference is a new exam situation that may lead to insecurities such as making direct eye contact, discerning facial expressions, and gestures might be impeded. In consequence of the transmission time, moreover, time delays and overlaps in speech might occur.
 7. I have to submit a declaration of independence in the performance of the oral examination or, in the case of an oral doctoral examination, an affidavit in which I declare that I will refrain from cheating and will not use any inadmissible aids (separate form)
 8. the attempt to influence the result of the examination by deception or the use of unauthorized aids generally results in the examination not being passed,
 9. the videoconference is not recorded and may not be recorded by myself, otherwise I could be liable to prosecution according to §§ 201, 201a StGB,
 10. the examination period can be extended accordingly in the event of technical faults or other external disturbances which are temporary and of short duration, and
 11. in the event of technical problems, such as a complete or partial breakdown of the connection, which mean that the examination cannot be held in accordance with the principles of fairness and equal opportunities, the video conference must be terminated and repeated at a later date. In this case, the examination attempt will be deemed not to have been made.
- I have read the information on data protection provided in the attachment.

Date and location

signature

Attachment: Information on data protection pursuant to Articles 13 and 14 of the Data Protection Regulation (DSGVO)