

## **The following rules supplement the „Guidelines for Writing Dissertations at Faculty IV“**

### **Beschluss FKR IV 14/5-25.09.2019 ( 12 : 0 : 0 )**

In justified exceptional cases (in the event of prevention within the meaning of the „Guidelines for Writing Dissertations at Faculty IV“), the chairperson of the doctoral committee may, with the consent of the doctoral candidate, permit a member of the doctoral committee to take part in the examination by video conference. The following additional conditions must be observed:

1. The person connected by videoconference must not be the candidate, the chair or the first reviewer (from TU Berlin).
2. The connected person must be made aware of compliance with the data protection rules (for example, no persons may be present in the room who are not allowed to take part in the examination according to the doctoral regulations).
3. The external person should have access to all data material used in the examination before the examination (including backup slides, etc.).
4. An alternative telephone number of the absent reviewer must be available and tested prior to the examination.
5. A technically experienced person must be present in the room or be called in within minutes in order to be able to restore a failed video conference. This person must not be the candidate or a member of the doctoral committee.
6. The videoconference must be designed in such a way that the candidate and the slides are clearly visible. Furthermore, the audio quality must be sufficient for following the presentations. The questions of the reviewer must be audible to all present people.
7. The connection must be established before the opening of the procedure and must be stable during the presentation [otherwise the examination performance "talk" cannot be evaluated].
  - a. Should the connection fail during the talk, the talk will be interrupted.
  - b. If it is not possible to restore the video conference within 15 minutes, the talk will be cancelled and - if all participants and rooms are available - restarted (from the beginning) after the connection has been re-established.
  - c. If the videoconference can no longer be set up or the availability of the participants is less than 2 hours, the examination will be completely cancelled and postponed to a date still to be found. In this case, the talk must also be held again (from the beginning) at the new date.
  - d. A connection failure during the questions/discussion is tolerable up to 33% (estimated value) of the available time, since the absent reviewer still has enough time for his own questions. The chairperson must record all questions and answers during the absence and inform the absent reviewer during the review. Should the downtime of the primary and secondary connections lasts longer than 30 minutes, the examination will be cancelled and completely repeated on a new date.
  - e. If the primary and secondary connections fail during the review, the review will be interrupted. If no connection is established within 15 minutes, a new date will be set for the finding of the score.
- 8) The final decision about continuation or cancellation and postponement of the defense will be made by the chairperson.