



Comenius University in Bratislava

Faculty of Pharmacy

Odbojárov 10, SK-832 32 Bratislava, Slovakia

Instructions for students for distance state exams

1. Introductory information

State examinations at the Faculty of Pharmacy of Comenius University will take place in a distance manner, so that students will be at home if the technical conditions allow it. In justified cases, where domestic technical conditions do not allow the smooth running of the state exam, students can consult the faculty about other options for joining state exams, or officially request the use of designated faculty facilities technically equipped for distance attendance at state exam in strict hygiene conditions.

2. Technical prerequisites

The MS Teams video conference application will be used for distance state exams. All state exam commission members, faculty staff, and students shall use the university e-mail address (xxx@uniba.sk) to log in, exclusively.

For a seamless connection, we recommend downloading, installing and connecting via the MS Teams application (<https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app>). In general, it is recommended to use a laptop or desktop computer equipped with a webcam and speakers (or headphones) with a microphone for the conference. A mobile phone (smartphone) or tablet is only recommended as a backup device.

No later than five days before the state exam, students will receive an e-mail with an invitation to a test connection in MS Teams with the technical administrator state exam, including the contact details of the administrator. The aim of the connection will be to verify the technical preconditions for the state examination and to instruct on the course of the state examination. In case of insufficient technical prerequisites, the student has the opportunity to eliminate the deficiencies within a given period (or use another connection with the required prerequisites) and retest the connection in MS Teams with the technical administrator or can officially request the use of a room in the faculty's building with appropriate technical equipment.

Unforeseeable technical problems will be solved individually and will not affect the student's assessment. Their solution will be in the competence of individual state exam commissions.

The entire course of the online examination will be recorded via MS Teams and stored in a secured cloud. After the legal deadline, the recording will be deleted.

3. The course of the state exam

The start of the state exam is scheduled for 8.00 a.m. unless otherwise stated in the additional information. The administrator of the state exam will gradually invite individual students to a video call according to the given schedule. No later than two days before the

exam, students will receive information to their university e-mail on the approximate exam time, when they should be ready to be invited to a video call. Nevertheless, it is recommended that students be registered and online on the relevant day for the duration of the state examination.

On the day of the state exam, students do not connect for the video call themselves but will be invited by the administrator. For identification, students shall **introduce themselves** immediately after connecting and **present their ISIC card** (show it in detail on the webcam, so that the photograph is visible next to the student's face). The students shall verbally declare that they will not use any unauthorized methods and means during the state exam, thus committing a disciplinary delict.

During the entire connection with the state exam commission, the student must be alone in the room, have the microphone and webcam turned on during the whole transmission, so that the cam constantly captures the student (including his/her hands), the door to the room where the student is sitting, and the work desk around the student.

Only the equipment used for the video call may be used during the exam; no other electronic, information/communication technologies, or study materials, are allowed.

At the request of the state exam commission, the students are obliged to show the entire room by webcam, display and, on request, turn off applications running in the background of the computer apart of MS Teams, and show that they do not use e.g. in-ear headphones or other devices, in addition to the computer's built-in microphone and speakers.

a) Examination in particular state exam commissions

Choice of questions: the student shall choose a random number in the range announced by the chairperson of the commission – then the chairperson of the commission will read out the chosen combination of questions. The set of questions will be renumbered every day.

Students shall be invited in the given order, and so that there are always two in the video call, simultaneously. The first student shall have a maximum of 10 minutes to prepare the main theses of the answer, after which he/she will start to answer. The state exam commission will take into account the shortened preparation time and will guide the student's answer with targeted questions. Each consecutive following student can use only the time of the previous student's answers to prepare for his/her answer.

After completing the answer, the administrator will prompt the student to logout from the video call and invite the following student.

After the end of students' examinations, the state exam commission holds a closed meeting to assess the students' answers, and then the administrator shall invite all examined students to join another online meeting, where the examination results will be announced publicly by the chairperson. Students who fail to connect online for the public announcement can find their assessments in the Academic Information System (AIS).

b) Graduation thesis defence

After uploading the final thesis to AIS, the student will generate, print and sign two copies of the license agreement with the Slovak Republic and two copies of the license agreement concluded with the Comenius University (without filling dates in the agreements).

The student shall deliver the signed license agreements **before the thesis defence** (send them by post) **to the address of the study department of the faculty** (Study Department, Faculty of Pharmacy, Comenius University in Bratislava, Odbojárov 10, 832 32 Bratislava). The student shall send the license agreements no later than 5 days after uploading the thesis to the AIS system. One signed copy of each contract will be delivered back to the student later after the successful graduation thesis defence. The printed version of the final graduation thesis **does not** need to be submitted.

No later than the day before the graduation thesis defence, the student will send the presentation file by e-mail to the defence administrator (authorized by the department). The graduation thesis presentation will take place in the distance by sharing the student's screen in MS Teams, while the student will have a constantly activated camera. The student's presentation shall contain brief information about the aims of the work, methods and results, with practical recommendations. The maximum duration of the presentation is 10 minutes.

At the end of the thesis presentation, the student shall stop sharing the screen, while the student's camera shall stay activated. The next steps of thesis defence proceed in a standard course (evaluation of the supervisor, the opponent's opinion, answers to the opponents' questions and questions and comments of the commission members) and will be managed by the chairperson of the state exam commission.

After completing the thesis defence, the technical administrator will prompt the student to logout from the video call and invite the following student to the thesis defence video call.

After the last thesis defence, the state exam commission holds a closed meeting to assess the students' thesis defences, and then the administrator shall invite all interested students to join another online meeting, where the results of the thesis defences will be announced publicly by the chairperson.

Bratislava, 20 May 2020

prof. PharmDr. Pavel Mučaji, PhD.
dean