



TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

ON LINE GRADUATION GUIDE

FOR GRADUATING EEBL STUDENTS

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Introduction

This handbook constitutes a form of technical support for the candidates.

It is recommended that candidates:

- do not invite other people to participate in the online session;
- turn off microphone and video camera while other candidates are being examined;
- send a copy of the presentation (in pdf or ppt format) at least the day before the session, so the Commission can use it in the event of technical problems.



Technical Requirements

The technical tool chosen to allow participation in the on line graduation session is the Microsoft Teams platform. To participate in the session it is not necessary to have a specific account, however for a better user experience it is recommended to download and install the Desktop version of Teams. The application is available on different devices and can be downloaded from the page: <https://teams.microsoft.com/downloads> .

It is necessary to use a personal computer that is equipped with a video camera and microphone.

It is also recommended to use either the Chrome or Edge browser.



Convocation of the Graduation Session

The Commission will send the convocation of the graduation session to both the personal email and the institutional email, the message will also contain specific information about the graduation session including a link to join, as well as indications regarding whom to contact should any technical problems arise.

Seduta di laurea a distanza



Rispondi Rispondi a tutti Inoltra Elimina Altro ▾

Per qualsiasi problema di natura tecnica è possibile contattare il numero 065733XXXX

[Partecipa alla riunione di Microsoft Teams](#)

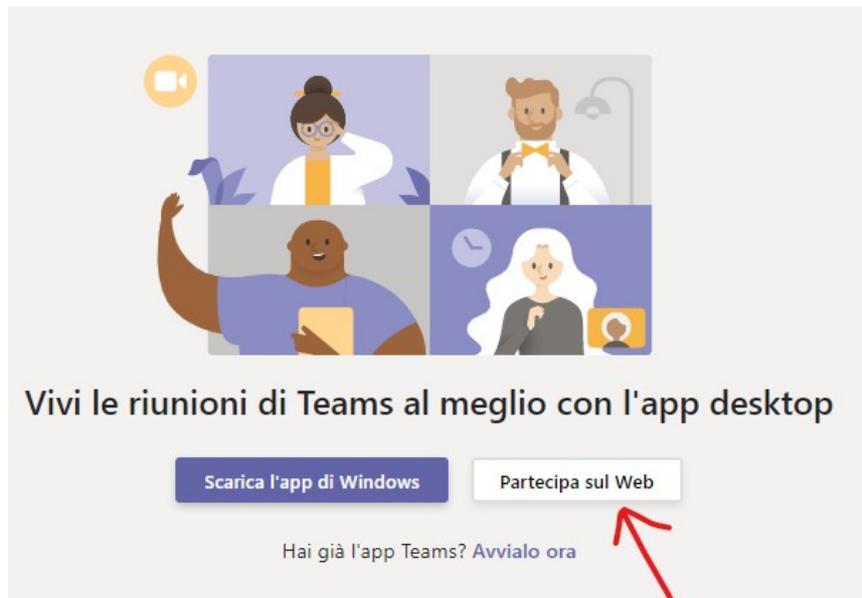
[Ulteriori informazioni su Teams](#) | [Opzioni riunione](#)

In order to guarantee the correct delivery of the graduation session, the participation of additional users, such as relatives and friends, is not allowed.

Participation in the Graduation Session

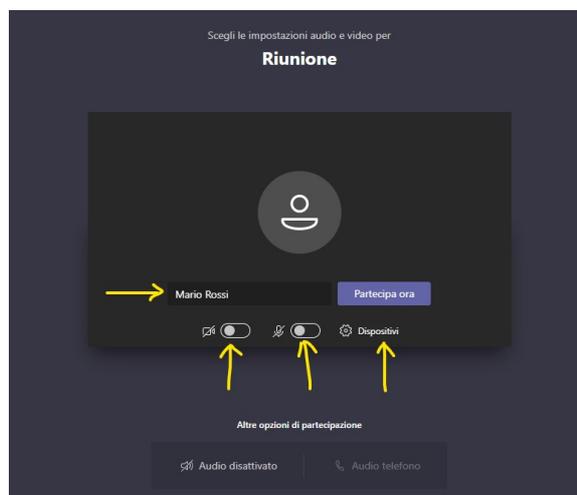
To participate in the online degree session, simply click on the link to participate in the Microsoft Teams meeting in the convocation email.

The system will show two indications: Download app (*Scarica l'app*) or Participate on the Web (*Partecipa sul Web*). We recommend using the second option.

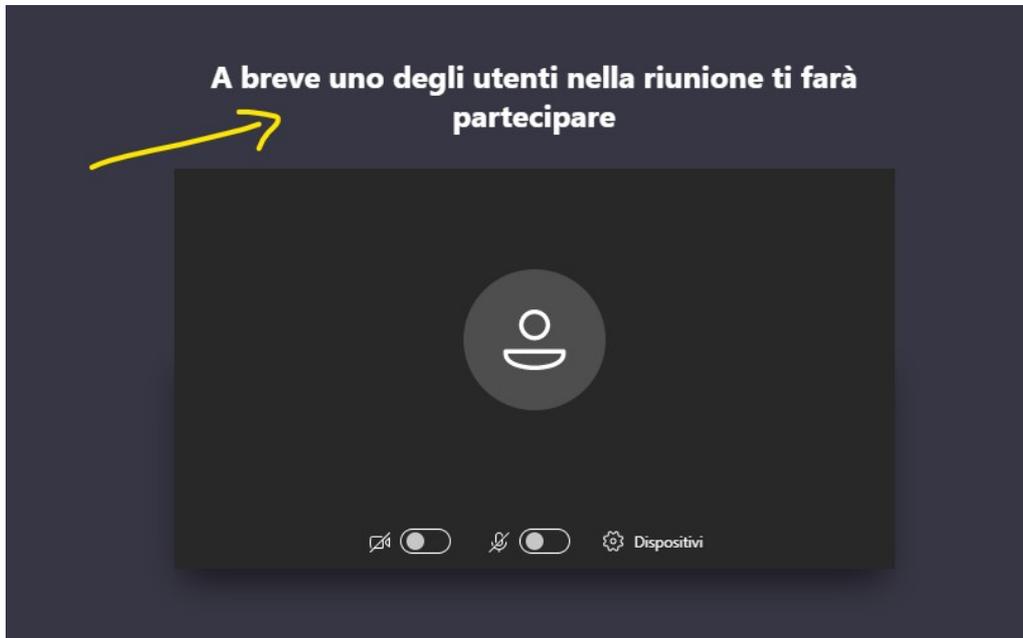


To access the meeting, simply enter your name and press to join (*Partecipa ora*). The candidate is invited to:

- turn off the microphone and the video camera while waiting to be called by the Commission;
- check the devices (by selecting the speaker, microphone and video camera to be used to participate in the session).



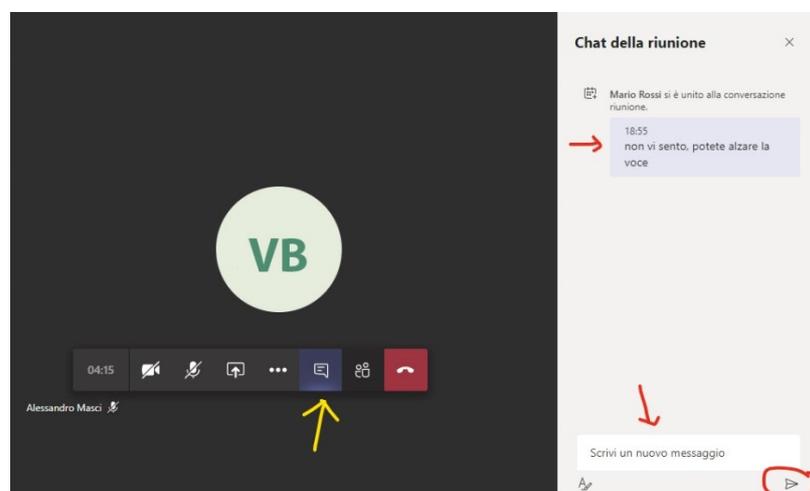
The candidate will remain suspended until the Commission authorizes the candidate to participate.



The candidate can use various features by clicking on the buttons of the menu bar:

- turn on / turn off the video camera;
- turn on / turn off the microphone;
- show participants the screen of their computer (for example to show a PowerPoint presentation);
- open the chat to write to the Commission or receive replies.

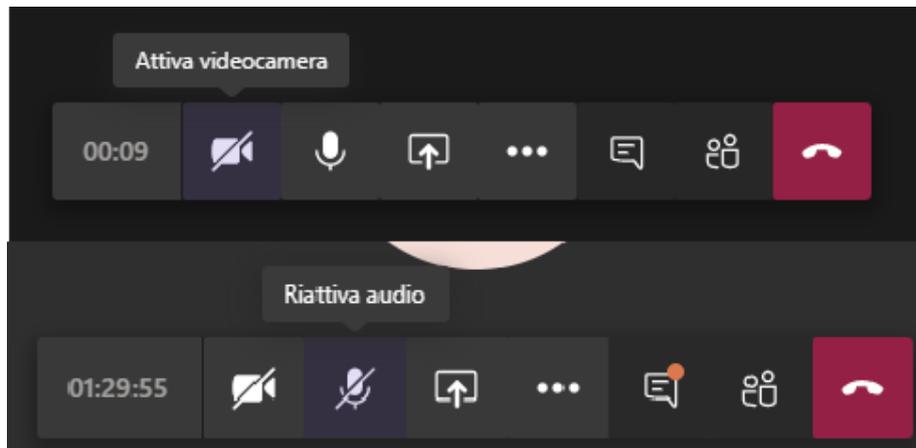
In particular, through the meeting chat it is possible to interact with the Commission without interfering with the graduation session. A maximum level of collaboration is required from each candidate in following the instructions of the Commission in order to allow the correct delivery of the graduation session.





Identification of the Candidates

The President will invite the candidates to introduce themselves. Each candidate must therefore turn on the camera, turn on the microphone, show his/her face and show a valid ID¹.

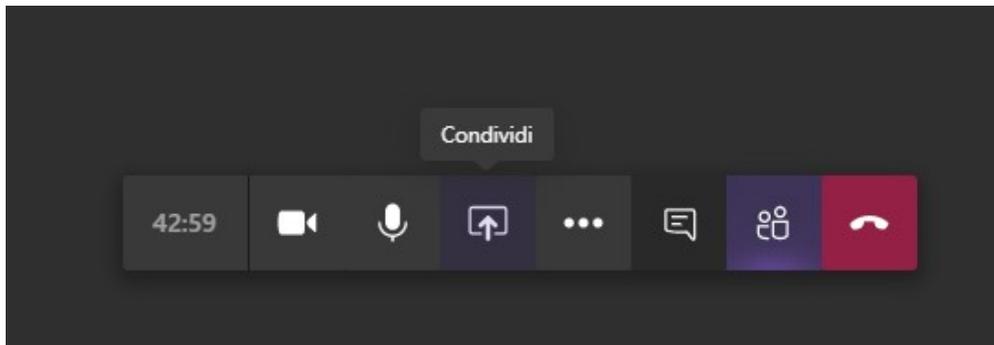


During each presentation, the Commission will keep the video camera and microphone turned on, and only the candidate being examined should also keep the video camera and microphone turned on. All other candidates should turn off the microphone and video camera.

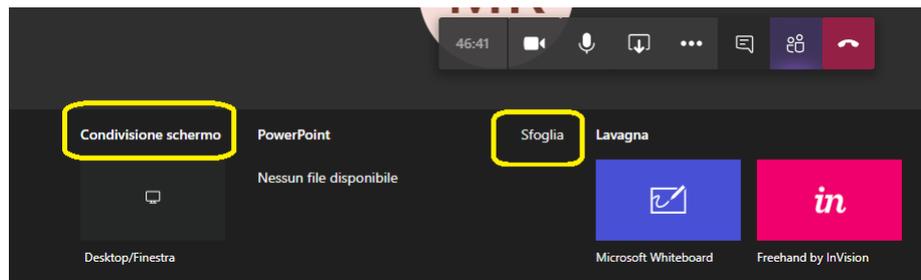
1 Identity cards and other equivalent forms of ID pursuant to the Presidential Decree N. 445/2000 include: passport, driving license, boat license, pension booklet, license to run thermal systems, firearms license, ID cards provided with a photograph and a stamp or other equivalent signature issued by an authorized government administration.

Sharing a presentation

To share a PowerPoint presentation, use the Share function (*Condividi*) present in the menu bar.



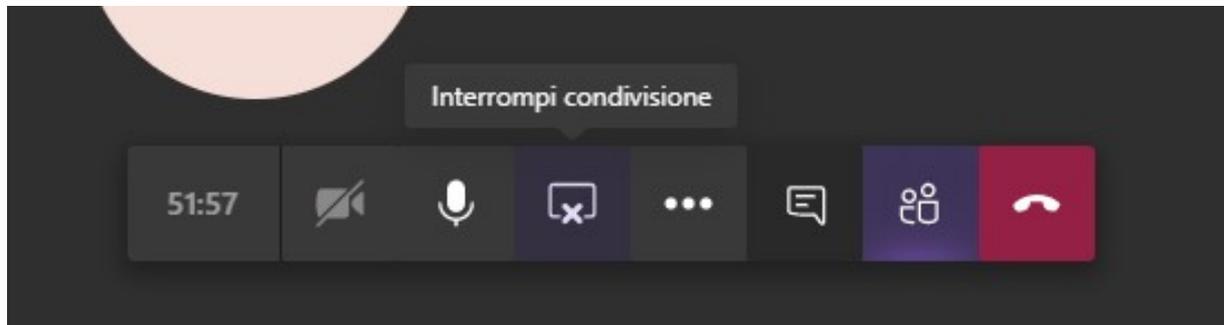
Microsoft Teams allows the candidates to share their computer screen or a PowerPoint file present on their computer which can be selected with the browse button (*Sfoglia*).



Using the controls at the bottom left of the screen, the presentation can be moved forward, backward or stopped.



Once the presentation is over, it can be stopped or the sharing of the presentation can be stopped (*interrompi condivisione*).



At the end of the discussion, the commission members will pause the meeting with the candidate in order to meet confidentially to establish the graduation mark.

Subsequently, the commission will reopen the meeting with the candidates and proceed with the proclamation.