

Guidelines For Online Presentations

Version 4.0

Valid from 30.09.2021

Introduction

IU offers its distance learning students the opportunity to prepare and deliver online presentations independently. To carry out online presentations, video and audio recordings by the students are required.

Each presentation is recorded and saved by the students themselves over the Internet by using the application [in myCampus](#).

For the smoothest possible delivery of online presentations, the following guidelines will need to be observed:

1. Technical Requirements

a. To record an online presentation, students need the following technical facilities:

- A computer or laptop
- Operating System
 - Windows 7 (or a more recent version)
 - Mac OS X v10.6 (or a more recent version)
- Browser
 - Firefox, Chrome (current version, no beta version)
- Webcam (the laptop's camera is sufficient)
- Microphone (the laptop's microphone is sufficient)
- PC with a minimum 4 GB Ram
- Internet Connection: 1 Mb/s download and upload or faster; a connection via cable has a lower probability of failure than a WLAN connection, but WLAN connections can be used.

b. It is the students' responsibility to ensure that the online presentation can be carried out uninterrupted and that the functionality of the microphone and the webcam is maintained. For this reason, students are advised to test the functionality themselves by using the application test in the myCampus course before proceeding with the presentation.

Students are particularly responsible for:

- The Internet connection
- Power supply
- The uninterrupted operation of the hardware and software required for the presentation
- The computer/laptop they use

Note: It is recommended to restart the computer before starting the online presentation.

2. Preparation

- a. A valid official photo ID (identity card or passport) is required and must be available for you to participate in the online presentations. This must be held up to the camera in a separate video in the comments section or at the beginning of the recording to identify the examinee. We recommend uploading a video in the comments section.
- b. Responsibility for recording the online presentations lies with the students themselves. They must ensure that the workplace is well illuminated and that the camera angle is set so that the examinee can be seen clearly. Distance from the camera should be considered (ID should be readable).
- c. In addition, students are personally responsible for ensuring that only admissible aids in the permitted form, e.g. private notes or Power Points are used for the presentation.
- d. Students are also responsible for ensuring that there is no interference from third parties, pets, noise, etc. during the presentation. No other persons may enter the room or be present in the room during the presentation. Students must also ensure that their microphone is set up and adjusted in such a way that they can be easily understood during the recording.
- e. Each presentation must be given by the students independently and without external assistance.
- f. Only **one** recording of the exam performance is permitted. The student is not allowed to use any technical equipment other than their computer/laptop to carry out the presentation.
- g. The student may not submit edited video recordings for their presentation. Only a recording via the bongo tool is permitted, but a recording in the comment line is not permitted.
- h. You are allowed to work on the same topic in the retake, provided that you have consulted with your tutor and the reworking of the same topic is approved by them.

3. Registration for the Online Presentations/ Deadline for Completion

- a. Registration for the online presentation takes place via the application in the respective course in the myCampus learning management system.
- b. It is envisaged that the exam performance must be completed by the student no later than 12 months after the respective course has been chosen. The time of course selection is determined by when the course was selected by clicking the corresponding buttons in myCampus.
- c. The person who starts the video recording (by clicking on the record button) is deemed to have started the presentation).

If the official photo ID (identity card or passport) is not shown in the commentary section after submitting the video or at the beginning of the recording to identify the examinee, the presentation is deemed to have been failed.

- d. The examinee ends the recording of the presentation by clicking on a save button. The presentation is then saved.
- e. To finally submit the presentation, the files to be submitted must be added to the submission and the Submit button must be clicked.

4. Consequences in the Event of System Failures or Cheating

- a. Suspicious occurrences in the conduct of the presentation which give rise to suspicion of possible cheating may result in the presentation having to be repeated.
- b. The same applies in the event of a disruption caused by the examinee through gross negligence or wilfully, through non-compliance with the preparation (see point 2. Preparation).
- c. In the case of a clear attempt at cheating, the tutor is authorised to inform the examination office. In this case, the examination is considered failed.
- d. Disruptions during the presentation for which the student is not responsible must be reported in writing to the Exams Office within 24 hours of the end of the presentation recording.
- e. Problems that occur during the processing of the exam performance or after the submission of the exam performance must also be reported to the Exams Office in writing within 24 hours after the end of the presentation recording.
- f. A break in the video (so-called cut) by the student can be clearly identified and is considered an attempt at cheating. In these cases, the student must repeat the presentation, but the previous attempt will be counted as an exam attempt with the result "fail". These incidents will also be reported to the Exams Office by the tutor.

5. Closing Regulations

- a.** If the student agrees to these guidelines and the declaration of consent on the transfer and storage of data as well as on video and audio recording in the context of participation in online presentations, they are eligible to take the online presentations.
- b.** The English version of these Guidelines is a non-binding translation only and is provided for information purposes only. The German version of the Guidelines is the legally binding text.
- c.** Consent to these guidelines is given electronically and supersedes written consent. By clicking on the confirmation button, the student is legally bound to the agreement.