Faculty of Electrical Engineering and Information Technology

Explanation for the video exam from lectures to master theses

Status: March 25, 2020

Guidelines for the declaration of consent for video conferencing of final presentations

Due to circumstances, the final presentation of Master theses of the Faculty ETIT will take place in the form of an online video exam until further notice. The student and the two examiners must agree to this form of examination in writing to the examination board before the scheduled date. The declaration of consent will be sent by chain e-mail and is shown below:

**Step 1 (student -> first examiner)**
The student sends an e-mail from his/her RUB e-mail account to the first examiner with the following content:

"Dear Chairman of the Examination Board,

I agree to present the final presentation of my thesis <title> on <date> online via the Internet. I am aware that technical problems may disturb the course of the lecture or the following question and answer session. In the event of serious technical problems, I therefore agree that the presentation may be repeated in whole or in part or that it may be postponed until such time as a face-to-face presentation is possible. Unless necessary for the direct technical implementation of the online video exam, no other aids than those agreed with the examiner are permitted.

With best regards,
<First name last name>, <matriculation number>"

**Step 2 (first examiner -> second examiner)**
The first examiner sends the e-mail to the second examiner with the following content:

"Dear Chairman of the Examination Board,

I agree to accept the presentation of the above-mentioned master thesis by means of an online video examination.

With best regards, <First name last name>“

**Step 3 (second examiner -> examination office)**
The second examiner sends the e-mail to the examination office (pruefungsamt@ei.rub.de) with the following content:

"Dear Chairman of the Examination Board,

I agree to accept the presentation of the above-mentioned master thesis by means of an online video examination.

With best regards, <First name last name>“

The process is completed when the complete e-mail is sent to the examination office. No further steps are necessary vis-à-vis the chairman of the examination board or the examination office.