



Università degli Studi di Cagliari

DIREZIONE PER LA DIDATTICA E L'ORIENTAMENTO

SETTORE DOTTORATI E MASTER

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Funzionario responsabile Monica Melis

ADMISSION TO THE PhD PROGRAMMES OF CYCLE XXXVII INSTRUCTIONS FOR THE CANDIDATES' INTERVIEWS BY VIDEOCALL

EQUIPMENT AND INSTALLATION

The admission tests are organized through **Microsoft Teams**.

To use Microsoft Teams, you will need a device – preferably a PC, but tablets and smartphones are acceptable as well – with webcam, microphone, integrated or external speaker - headphones/earphones are prohibited - and Internet connection.

- **Supported operating systems:** Windows 7 and higher (32 bit and 64 bit), macOS X 10.15 and higher
- **Supported mobile operating systems:** Android 4.4 and higher, iOS 10 and higher
- **Supported web browsers:** Chrome (last 3 versions), Microsoft Edge (<https://www.microsoft.com/it-it/edge>)

A **stable network connection** is necessary – Fixed-line ADSL or 4G with a good mobile network coverage. During the examination, it is advisable to limit the network sharing with other users as much as possible.

To download Microsoft Teams, access the website **teams.microsoft.com** from any browser.

General information on the download and installation of Microsoft is available in the University guidelines at https://unica.it/unica/it/covid19_didattica_teams_manual.page

HOW TO ACCESS UniCa MICROSOFT TEAMS

- If you graduated at the University of Cagliari and are still registered** – that is, you are enrolled for the present academic year in a study course, PhD programme, specialization course, or another postgraduate course – you can access with the username and password normally used to enter your Esse3 personal webpage. The username has to be followed by @studenti.unica.it (example: username@studenti.unica.it)
- If you do not belong to the category above**, register to UniCa Microsoft Teams as guest, following the instructions in the 'Guidelines to sign up as external users', available on the webpage of the PhD Office at <https://www.unica.it/unica/page/it/dottoratiricerca>

CONDITIONS AND RULES OF CONDUCT

For the interview, you should find a properly bright place. Nothing should be on your desk - books, notebooks or notes.

No one else should be in the room of the interview with you.

At their own discretion, the members of the Selection Committee, could ask you to share the screen, to frame the desk and/or the walls to prove they are empty, without sheets on them.

During the interview, the use of earphones and hats is prohibited.



TEST PROCEDURE

The test is taken through the function '**Meeting**' of Microsoft Teams.

The test calendar and the links to access the meetings will be available on the webpage of the PhD Office (<https://www.unica.it/unica/page/it/dottoratiricerca>).

On the scheduled date and time:

Step A

- a) The Chairman opens the session and starts the meeting;
- b) At the scheduled time, the candidates join the meeting by clicking on the link available on the webpage of the PhD Office – for more information, check the Guidelines on Microsoft Teams meetings at <https://www.unica.it/unica/page/it/dottoratiricerca>;
- c) The Committee admits the candidates to the entrance of the meeting room, since they cannot join it until the Committee's approval;
- d) The Chairman identifies each candidate through his/her ID/passport, checking if it is the same uploaded to participate in the selection, and if the photo on the document corresponds to the candidate's face;
- e) If requested by the Committee, the candidate shows the place where he/she is attending the meeting;
- f) The Chairman communicates to the candidates that recording the session is prohibited;

Step B

- a) At the end of each candidate's test, the Committee leaves the meeting temporarily and meets separately to discuss the result;
- b) The candidates wait in the virtual room of the meeting for the Committee to come back;
- c) When all the members of the Committee are back, the next candidate is interviewed;
- d) At the end of all the tests, the Committee shares the file with the results in the virtual room of the meeting.

N.B: Steps A and B are repeated for each candidate.