

Remote Graduation Session: What you need to know

Dear Graduating Student,

This is a short set of guidelines that should be used to manage your remote graduation session effectively.

Considering the importance of this event, we encourage you to consult your yoU@B Student Diary frequently as you may receive subsequent communications regarding graduation.



Equipment required

- PC / Laptop / Tablet with a webcam and microphone;
- Adequate internet connection.



Tool used during the session

Microsoft **TEAMS** will be used during the session.

What you need to do after receiving these guidelines

After receiving these guidelines, you should check yoU@B on a regular basis, as **you will required to grant consent for participating in the remote graduation session, through a dedicated popup.** You may also receive important communications regarding graduation.

How to prepare for the day of the session

- If you intend to use materials to support the defense (**only** slides in PDF format are allowed), you can share them during the session (see below). Regarding this, we recommend that they be sent in advance by email to the faculty members on your Degree Board as a precaution – their names will be listed on the message stating scheduled time of the session;
- carefully choose the location where you would like to be recorded during the defense, if possible opting for a quiet and sufficiently well-lit area.

What you need to do on the day of the session:

Prepare your workstation in advance with everything you think you might need in addition to the basic IT kit (e.g. webcam, microphone, etc.) and the ID that you will be asked to show to the Board (Bocconi ID card, valid ID or passport).

THE SESSION: Entering the session, starting the session, during the session and proclamation



Entering the session

- **15 minutes** before the scheduled time of your Graduation session, log on to Teams through the link that will be available on the day of the session in yoU@B in the Graduation Sessions widget;
- The session coordinator will also be present in the virtual room of the session, i.e. a staff person with the task of monitoring that the session is properly conducted, who can provide any initial support;
- Remember to switch your mobile phone to silent mode and, if anyone is watching the defense in the same room you are located, ask them to do the same;
- To ensure the public nature of the graduation session, you must remain online for the entire duration of the session. As a result, you will attend the thesis defenses for all the students who will be called before and after you. The other graduating students of the session will do the same during your defense. Consider a maximum time commitment of 2 hours and 30 minutes;
- Place your PC at the right distance so that you are framed correctly;
- No one other than you should appear in the frame of the webcam of your device;
- Keep your IDs handy (Bocconi ID or valid ID or passport,) because they will be requested by the session coordinator to verify your identity;
- If you intend to use material (**only** PDF files are allowed) to support your defense, that you may have already sent to the faculty members on the Degree Board, you need to share the file through Microsoft Teams. If you need assistance, ask the session coordinator.

Start of the session

- When all the graduating students have logged on, the President will start the session and announce the call order of the graduating students assigned to the session;



- If it is not your turn, stay logged on, with your microphone and camera switched off, using the function in Teams.



Thesis defense

- The session coordinator will call your name: it's your turn;
- As stated, position yourself at a suitable distance for any checks requested by the Degree Board (see above);
- Always do what is requested by the President, the faculty members on the Degree Board or the session coordinator;
- Always keep your microphone switched on during your defense.

After the thesis defense

- The President will declare the thesis defense concluded;
- The Degree Board will meet in private to discuss the graduation grade;
- At this time, if you have your gown, you can put it on for the proclamation (not during your discussion);
- You must, however, stay logged on with your microphone switched off;
- After the meeting, the President will read the proclamation of graduate and announce the graduation grade;
- The session coordinator will call the next graduating student;
- Remember to stay logged on during the thesis defenses for all graduating students in the session until the staff member announces that the session has ended.



After the graduation session

- The thesis defense will be recorded and, in lieu of graduation photos, the video will be made available according to the timelines and methods that will be communicated at a later date;
- Procedures for receiving your graduation diploma will be communicated after graduation and defined according to the evolution of the current health situation.

For any information you may need or questions you may have before the graduation day: write to Help&Contact – Graduation in Remote Graduation.