

Lucerne, 18 October 2021

Page: 1/2

Checklist with Declaration of Integrity for Written Exams – Fall Semester 2021

By signing this document, you declare that you have taken note of and agreed to the following points regarding the take-home exams in the fall examination session 2021.

Please return the signed document **latest until 28 November 2021** by e-mail to rf@unilu.ch. Thank you.

COMPUTER: I have a PC or Laptop. I have an electrical socket and a power cable at hand and am therefore not dependent on battery operation.

ZOOM-COMPATIBLE SECOND DEVICE: I have a second device (e.g. smartphone or tablet with camera and microphone) on which I have installed the ZOOM app. For this second device, I also have an electrical socket and a charging cable at my disposal and am therefore not dependent on battery operation.

INTERNET: I have a stable and sufficiently powerful Internet connection (Wireless or by cable).

ZOOM: I understand how to log into ZOOM on my second device (e.g. smartphone/tablet) and how to activate video (camera) and audio (microphone). I know that I have to install the most recent version of the ZOOM app beforehand. I also know that I take the full responsibility for the correct functioning of ZOOM and that I have to take part in the exam ZOOM meeting with activated video and audio as well as turned on loudspeakers for the entire exam time. An unexcused non-attendance will be regarded as incorrectness and may be assessed with the grade 1 or "Failed" (§ 52 Abs. 2 StuPO 2016).

LOGIN DETAILS (ZOOM): I know that the meeting-ID and password (resp. the link) for the ZOOM supervision for written exams are published on the [exam administration website](#). I am aware of the fact that I have to select the ID and password resp. the link for the ZOOM meeting that is assigned to my student ID number. I understand that I have to enter my student ID number as name for the exam supervision by ZOOM.

TIME MANAGEMENT: I know that the ZOOM meeting will start 45 minutes prior to the actual start of the exam and that I should enter the virtual waiting room at that point for the identity check. I also know that I have to be in the virtual waiting room at least 30 minutes before the start of the exam. I am aware of the fact that the exam documents will be sent by e-mail immediately before the start of the exam and that they will also be available for download on OLAT.

MAIL: I can receive and send e-mails via my @stud.unilu.ch-address.

OLAT: I understand how to use OLAT and where to download the exam documents should I have problems with receiving e-mails. I also understand where I have to upload my solved exam PDF file on OLAT.

WORD: I have WORD or another suitable programme at my disposal with which I can edit a WORD document (.docx).

FROHBURGSTRASSE 3
P.O. BOX 4466
6002 LUCERNE

+41 41 229 53 00
rf@unilu.ch
www.unilu.ch

PDF: I can convert a WORD document (.docx) into a PDF file (.pdf) on my computer.

LEGAL TEXTS: I know that I am only allowed to use physically tangible legal texts during the exam. I will therefore print them out beforehand.

TEST EXAM: I had the opportunity (optional) to do a test exam to get familiar with the process of receiving and sending back a written exam via e-mail and OLAT.

EXAM SUPERVISION TEST: I had the opportunity to test the ZOOM supervision to make sure that my second device can enter a ZOOM meeting and that my camera is positioned correctly for the exam situation. If I am taking a written exam with ZOOM supervision for the first time at the University of Lucerne, this test is compulsory and a prerequisite for the admission to the exam.

HOTLINE: I know that there is a hotline (pruefungen-rf@unilu.ch or tel. 041 229 53 00) I can contact if I encounter technical problems during my exam. I will try to solve the problem myself first by staying calm and repeating the procedure or by finding a suitable alternative (e.g. download the exam documents from OLAT if my e-mail is not working properly).

EXAM CHEATING: I acknowledge that I am not allowed to use forbidden aids (§ 52 Abs. 1 lit a StuPO 2016) and that I may not exchange information with fellow exam participants or third parties (§ 52 Abs. 1 lit. b StuPO 2016). I therefore consent to being supervised digitally (via ZOOM) by an exam supervisor during the entire exam time in order for the Faculty of Law to verify that I am being honest and complying with all rules. I know that the Faculty of Law uses a plagiarism software to routinely compare my answers with the answers of my fellow students and other sources. I also know that violations can lead to a failing grade 1.0 (§ 52 Abs. 2 StuPO 2016) and that sanctions by the University of Lucerne according to § 36 University Statutes remain reserved.

FAMILY NAME:

FIRST NAME:

STUDENT ID.:

DATE / SIGNATURE: