



# Manual for Admission Interviews for Applicants

## ADMISSION PROCEDURES

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### 1 Preparation of the Video Call

- **Technical Requirements for Participation**

- A current operating system (Linux, Mac OS, Windows, ...).
- A sufficiently fast and stable (preferably wired) Internet connection with at least 1 MBit/s download and 0.5 MBit/s upload, but ideally 5 Mbit/s download and 1 Mbit/s upload, as well as the lowest possible latency and lowest possible jitter (to check these values <https://www.netz-test.at/en/> is recommended).
- Use Firefox or a Chromium-based browser (e.g. Google Chrome, Microsoft Edge) as web browser in any case. **Attention: The use of Internet Explorer and Safari is not supported.**
- Headset and webcam (headset is always better than hands-free!) and make sure that your operating system has already successfully installed/recognized the devices.
- Please place your cell phone within reach. In case of technical problems a contact person of your chosen study program will contact you by phone or send you an e-mail with further instructions.
- To verify your identity, please have your ID card or passport ready for the admission interview.

- **Test Room**

- We strongly recommend to test the use of audio and video in advance: <https://test.bigbluebutton.org/>.

## 2 Procedure of the Video Call

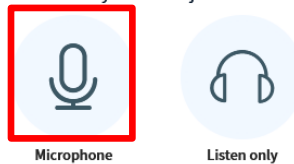
### 2.1 START OF THE VIDEO CALL

- 2-3 minutes before the appointed time you should enter the online room using the link which corresponds to the program you are interviewing with.
- You will be asked to enter your name to enter the interview room ("Please enter your name"). Enter your full first and last name.
- After entering your name, you will enter the waiting room ("Guest Lobby"). Your access request will be accepted as soon as the interview committee is ready to conduct your admission interview. We ask for your patience if there are slight delays.
- Please note: The waiting room is active for a maximum of 7 minutes. So please do not check in too early. After 7 minutes, a "time out" message will appear - in this case, please reload the page.
- Please have your ID card or passport ready.

### 2.2 START OF THE ADMISSION INTERVIEW

- Once the commission is ready for your call and has approved your access request, you will be asked how you would like to join the meeting. Please select the option "Microphone".

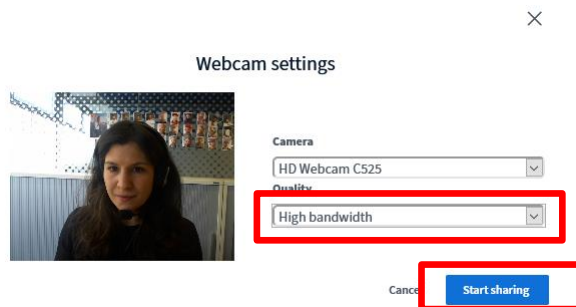
How would you like to join the audio?



- Please activate your microphone AND your webcam now (you may be prompted to do so several times) by clicking the icons (framed in red here) in the button at the bottom of the screen.



- Please select "High bandwidth" for the webcam setting and start sharing.



- You can minimize the presentation slides by dragging the gray bar (above the slide) down - the webcam stream will now be displayed larger. You can enlarge the slide again if necessary by moving the bar upwards.



- You will be asked by the commission to hold your ID card or passport clearly visible into the camera for identity verification.
- After verification of identity, the admission interview can begin.

### **2.3 END OF THE ADMISSION INTERVIEW**

- At the end of the admission interview, you will now receive a message that you have been removed from the room and can close the link.

**GOOD LUCK WITH THE ADMISSION PROCEDURE!**

### 3 Warranty & Liability

The applicant is aware that MCI cannot accept any responsibility for the functioning of the infrastructure (hardware, Internet connection, etc.) to be provided by him/her and that any problems that may arise (failure of the Internet connection, PC, webcam, etc.) are therefore the responsibility of the applicant.

### 4 FAQ

- **I have closed/left the room unintentionally. What can I do now?**

If for any reason you have unintentionally closed/left the room, please re-enter the room using the same link.

- **What should I do if unexpected difficulties arise during the call (power failure, emergencies, etc.)?**

In such cases, please contact the contact person of your chosen program directly by phone.