

Preparation Checklist for your CME Interview

Technical Requirements

- Use a reliable computer or laptop with a stable, high-speed internet connection. A wired connection is strongly recommended.
- Ensure that your audio and video settings are working properly before the scheduled interview. Test them in the Zoom settings or by using Zoom's test tool.
- Fully charge your device or connect it to a power source to prevent interruptions.
- Close all unnecessary applications, such as downloads or streaming services, to optimize your internet bandwidth.

Interview Environment

- Join the interview from a quiet, private location with minimal background noise and few visual distractions.
- Ensure that the room is well lit and that your face is clearly visible on camera.
- A neutral background is recommended. A virtual background may be used, if necessary, provided that it maintains a professional appearance.

Required Materials and Equipment

- Have your passport or identity card and your application number ready for identity verification.
- Use headphones with a built-in microphone to improve the audio quality, if available.

Conduct During the Interview

- Join the meeting five minutes before the scheduled start time to allow sufficient time to address any technical issues.
- Answer the questions clearly and allow for brief pauses to ensure that the interviewers can follow your responses.
- Should you require clarification, please ask the interviewers to repeat or elaborate on the question.

Troubleshooting Guidelines

In the event of technical difficulties:

- If your connection is lost, wait briefly before attempting to rejoin the meeting. The interview will not continue until all participants have reconnected. If reconnecting is not possible, the interviewers will document the issue so that you can be offered another time slot.
- If the technical issues persist, contact the Program Coordinator immediately by email at admission.cme@mach.kit.edu. Please include your name, your scheduled interview time, and a brief description of the problem.

We look forward to your participation and appreciate your attention to these instructions. Should you have any questions before the interview, please contact the Admissions Committee.

Best regards,

Thomas Böhlke
Dean of Studies
CME Admissions Committee