



Guidelines Issued by the University of Debrecen Doctoral School of Informatics for the Conduct of Online Complex Examinations

COMPLEX EXAMINATION

General information about the complex examination

Board of examination: 3 members (at least 1 member not in the employment of the institute where the doctoral school operates) (one chairperson, two questioners)

The members of the examination board are nominated by the Doctoral School to the Doctoral Council of Natural Sciences and Informatics on the basis of the preliminary recommendation made by the candidate and the supervisor. The members of the examination board are informally invited by the Secretary of the Doctoral School and formally invited by the Secretary of the Doctoral Council of Natural Sciences and Informatics.

Detailed information about the complex examination is available in the Rules and Regulations of the Doctoral Council of Natural Sciences and Informatics §13.

(<https://infphd.unideb.hu/hu/szabalyzatok>)

The list of the compulsory subjects for the complex examination is available on the homepage of the Doctoral School. (<https://infphd.unideb.hu/hu/doktori-szigorlatkomplex-vizsga>)

More information about the doctoral school specific regulations for the complex examination is available in the Doctoral School of Informatics Rules and Regulations §2(6).

(<https://maddock.hatter.it.unideb.hu/portal/displayDocument/Szervezeti%20t%C3%A1rka/Egy%C3%A9b%20szervezeti%20egys%C3%A9gek/Informatikai%20Tudom%C3%A1nyok%20DI/Szab%C3%A1lyzatok/DE+ITDI+Mukodesi+szabalyzat+2019+02+12.pdf>).

The online complex examination – in accordance with the Doctoral Regulations of the University of Debrecen and the relevant acts and decrees - shall be announced at least two weeks prior to the proposed date of the exam on the required sites (especially on the homepage of the Doctoral School of Informatics). When announcing the examination the Secretary of the Doctoral Council of Natural Sciences and Informatics will send the scenario and the necessary documents to every member of the examination board.

The interface for the online complex examination

The online complex examination will be conducted on the interface recommended by the chairperson of the examination board. The Doctoral School suggests the usage of CISCO Webex Meeting or Microsoft Teams, and to reduce the risks even the parallel setting of both is highly recommended.



In order to cast their votes by secret ballot the assigned members of the board can use the voting websites on the internet. The Doctoral School recommends using Doodle (<https://adoodle.org/>) or SurveyMonkey (<https://www.surveymonkey.com/>).

The process of the online complex examination

During the online complex examination both the board members and the candidate can stay at home (at their residence place). The IT devices and Internet connection necessary for the complex examination shall be provided by the participants. The Doctoral School shall not take any responsibility for the malfunctioning of the devices and Internet connection used by the Candidate.

Leaving it to the discretion of the chairperson it is recommended to make a suitable quality video recording of the discussion, where the online participants can be clearly identified. If a video recording is made it has to be attached to the written record. All participants are to be informed about the recording.

The candidate is required to be alone in the room used for the examination, no one else is allowed to be present. The candidate has to prove this fact with a web camera if any member of the board requests it.

The chairperson will start the examination. The head of the Doctoral School or a person assigned by the Doctoral School, the chairperson of the complex examination, the two questioners, the candidate and the supervisor are invited to the complex examination. Public access is made available through the open access to the online site.

Questions during the discussion will be forwarded by the exam recorder to the candidate through the CHAT platform to avoid misunderstandings.

As part of the complex examination the candidate shall present his/her scientific progress in a form of a free lecture.

For the request of any board member the candidate is required to share his/her screen with the members of the board. Failing to comply with this rule will be considered as using illicit aid.

During the complex examination a written record shall be drawn up by the chairperson or an assigned person including the evaluations, questions and comments about the given oral presentation, and the answers, responses and comments given by the candidate and the participants. Any questions, opinions, comments can be recorded by the exam recorder through the CHAT platform to avoid any misunderstanding.

If the Internet connection fails for a longer time period during the answers of the candidate the complex examination will be suspended until the connection is restored. When the connection is restored between the candidate and the members of the board, the members will decide whether the candidate is to answer the original questions or he/she will get new questions. The members of the board have the right to ask new questions, form additional opinions and comments even if the candidate has answered every question or has given a detailed response



to every opinion, remark, suggestion. If the Internet connection fails during the presentation the time of suspension does not count towards the allocated time for the presentation.

If the Internet connection of the chairperson fails during the complex examination the examination will be suspended until the connection is restored. If the Internet connection of a questioner fails the exam will not have to be suspended.

If the exam has to be suspended due to Internet failure the chairperson is authorized to order suspension or to release the suspension after the connection is restored. If the chairperson's connection fails and the head of the Doctoral school (or the assigned person) can be reached online, he/she is authorized to order suspension. If neither of them is available the questioner who is in the employment of the University is authorized to order suspension. If this questioner is not available the other questioner (who is not employed by the university) is authorized to order suspension. The written records of the complex examination shall include the order and the release of the suspension. The time of the suspension does not count towards the time of the free presentation.

As part of the complex examination the board evaluates the exam in a closed discussion without the presence of the candidate and the invited participants. The chairperson or the assigned person will fill in the Justification part of the written record in agreement with the members of the board. The Voting part remains blank. Then the chairperson calls for voting through the above mentioned (or other chosen) voting websites. The members are to vote about the followings: „Evaluation of the 'Theoretical Part' of the complex examination”; “Evaluation of the 'Dissertation Part' of the complex examination”.

*This document was translated from the Hungarian form in case of any questionable situations
Hungarian language shall be controlling in all respects and English language version shall not be
binding on the parties.*