

## **The rules of procedure for conducting online final examinations in the 2<sup>nd</sup> semester of the academic year 2019/2020, Faculty of Economics and Business, University of Debrecen**

Based on the Dean's instructions on "The implementation of out-of-class digital education, examinations, final examinations, and internship in the 2<sup>nd</sup> semester of the academic year 2019/2020 (16/04/2020), the following rules of procedure shall apply to final examinations in the 2<sup>nd</sup> semester of the academic year 2019/2020 (hereinafter: online final exams) with effect contained in the last paragraph of the provision.

### **1. General rules and technical conditions for the online final exam**

1. At the Faculty of Economics and Business, UD, final exams will be held online via the <https://elearning.unideb.hu> GTK platform from 08 June to 19 June, in the course "Záróvizsgák\_2019\_2020\_2. félév" (Final exams\_2019\_2020\_semester 2.) of the examination committee appropriate for the course of the candidates via the Cisco Webex (webinarium Webex) service as part of the e-learning services of Debrecen University, based on a preliminary schedule in 51 committees. The final exam candidates will be enrolled in the e-learning course of their final exam committee until 02 June 2020. Committee members and candidates will be informed of the technical steps for using the system in accordance with these rules of procedure in advance.
2. The online examination is given by the final examination committee (hereinafter: committee), whose chairmen, members and secretaries have been appointed by the Dean of the Faculty of Economics and Business, UD, by his autonomous provision, taking into account the opinion of the Faculty Council.
3. The Faculty of Economics and Business, UD, will publish the final examination schedule, the exact date of the final examination and the names and email addresses of the secretaries of each committee for the candidates no later than 01 June 2020.
4. All students who have registered for the final exam are required to attend the exam. The result of the final exam will be announced in the final exam and recorded in the minutes.
5. The final examination candidates are required to upload the PowerPoint presentation of their thesis/dissertation/diploma thesis/portfolio of up to 12 slides into the e-learning system on the interface of the given final exam course by 03 June 2020.
6. Should the candidates have a technical problem before or during the examination, they must indicate it on the Forum of the final exam course in the e-learning system; if it is unsuccessful, they must call the telephone number + 36-52-518-681 without delay.
7. To ensure the smooth running of the examination, the secretary in each committee will act as the so-called Host on that particular examination day. The Host is the person who manages the log-in and log-out of students, the waiting, and the transfer and revocation of user rights in the virtual room created for the exam.
8. During the emergency declared by the Gov. decree of 40/2020 (11. III.) the Faculty of Economics and Business, UD records the oral examinations in the context of digital

distance education, and stores video and audio recordings of the exams based on data privacy information provided by the Faculty of Economics and Business, University of Debrecen. Exclusively the secretary of the committee is allowed to record the exam on behalf of the Faculty of Economics and Business. The chairman of the committee will explicitly inform the student about this at the beginning of the exam.

9. The audio-video recording is made exclusively of the defense of the candidate's thesis/diploma thesis/dissertation/portfolio; the recording is started and stopped by the secretary of the committee. The records are stored on a data carrier in a closed place in the Dean's Office of the Faculty of Economics and Business, UD, under the provisions of the Data Privacy Information.
10. During the examination, the members of the committee will sit in the room of the Faculty of Economics and Business of the University of Debrecen, designated for the given examination, whereas the candidate will stay at home (place of residence). The computer equipment and internet connection required for the exam will be provided by the exam participants themselves. The University of Debrecen shall assume no responsibility for the proper functioning of the device provided by the candidate, the members of the committee, and the Internet connection.
11. For candidates who, based on their experience during the digital education, consider that they might have technical obstacles to taking the examinations, we provide an opportunity for exams in the designated educational building(s) of the Faculty of Economics and Business of the University of Debrecen, in compliance with the hygiene and safety regulations. In this case, the candidate can join the online final exam from a classroom. Candidates who wish to take advantage of this opportunity must submit their request by 12.00 (noon) on 03 June 2020 at [tavoktatas@econ.unideb.hu](mailto:tavoktatas@econ.unideb.hu) email address, indicating the final exam as the subject of the email, with the name, Neptune code, major and the number of the final exam committee in the text.
12. No person other than the candidate may be present in the student's room used for the online exam. The student is required to verify this fact at the request of any member of the committee by using his or her webcam. The student must share his/her screen with the members of the examination committee. It is forbidden to hold voice-based-only examinations. Violation of these provisions constitutes unauthorized assistance.
13. Instructors are requested to express the dignity of the oral exams with their clothes and appearance. Students are obliged to wear clothes appropriate to the occasion, representing the solemnity and dignity of the oral examination, and take part in the exam without being influenced by a substance with adverse effects on their abilities to take the exam.
14. If the Cisco Webex service indicated in point 1 is not available on the day of the exam, the online exam will be conducted through the Microsoft Teams (hereinafter Teams) application. A Teams group for each committee will be set up to ensure this. The secretary of the committee will notify the committee members and candidates by email on 04 June 2020 about the contact information (link) and registration process for the group. Candidates and examiners who have already used the Teams interface in the context of digital education can quickly join the group using the link.
15. The rules contained in these instructions shall apply to examinations held on the Teams interface via an Internet telecommunications application, taking into account the available functions of the application.

16. The secretary for each committee provides trial entry for students taking exams before the given committee from 8-12 am on 05 June 2020 at the time specified by him/her in the email sent on 04 June 2020. The trial entry is compulsory for all final exam candidates.

## **2. Rules for conducting the online exam**

1. Committee members and candidates invited by the Dean of the Faculty of Economics and Business, UD, must log in to the e-learning interface at the time specified in the pre-submitted schedule. After taking account of the different technical conditions, a grace period of 5 minutes from the start time can be given for entry.
2. The creation of the course of each committee and the webinar interface within the course is the responsibility of the Dean's Office of the Faculty of Economics and Business, UD.
3. The prerequisite for starting the online exam is to get acquainted with the data privacy information of the Faculty of Economics and Business, UD, and to make a statement acknowledging the contents of the data privacy information in the e-learning system by completing an online statement created within the candidate's final exam course.
4. The first person to enter the webinar interface at 7.30 am is the secretary of the final exam committee, who created the 'room' and who receives the so-called '*Host* eligibility' for the exam day.
5. After this, the members of the committee, followed by all exam candidates on the particular day, will enter the webinar according to the schedule for acquiring general exam information. In this phase, except for the first two students of the schedule, the use of video is not compulsory for students; it is enough to provide an audio connection.
6. The chair of the committee greets the participants and then informs the students about the schedule and informs the first student that he/she cannot leave the webinar interface. Except for the first student, the other candidates on the given day can leave the webinar, and everyone enters the webinar interface 5 minutes before their scheduled time.
7. The exam will start once the remote identification is over. Documents suitable for remote identification may exclusively include the candidate's valid permit of residence or passport (or an equivalent document legally accepted in Hungary).
8. In the online final exam, the candidate will give a PowerPoint presentation of no more than 12 slides of his/her thesis/diploma thesis/dissertation/portfolio in a free lecture of up to 10 minutes, sharing his/her screen. For this time, the Host grants the students' *presenter rights* and withdraws their authorization before log-out.
9. If the candidate is unable to share his/her screen due to some technical problem, the secretary will share his/her screen on the webinar by starting the presentation sent to him/her in advance.
10. The results of the thesis/diploma thesis/dissertation/portfolio defense are communicated to the student by the committee members after a short discussion. For the duration of the discussion, the Host will place the student in the Lobby (waiting room) and then re-enter him/her to the announcement of results as instructed by the committee chair.

11. If the student is unable to leave the exam room due to some problem, the Host has the right to force the student to log out.

### **2.1. Proof of identity**

1. Before the start of the exam, candidate identity is verified per the privacy policy instructions of the Faculty of Economics and Business, UD, regarding the online final exam. At the onset of the remote identification, the identified person (student) must explicitly state that he/she acknowledges the remote identification. No record can be made of the official document of identification, only the chairman of the committee, who identifies the student, the member of the committee and the person with the *Host eligibility* can see the presented document.
2. All pages of the document used for identification, containing meaningful data, shall be presented to the camera, properly lit, in such a way that the document is visible and that its data are legible. The student's face should also be well lit so that it is clear to the chair of the committee whether the identity of the student is the same as the person's photo on the document presented. If the chairman of the committee is unable to decide on the sameness beyond any doubt, the candidate must ensure the successful completion of the remote identification. If the remote authentication process is interrupted, for example, due to Internet connection problems or other reasons, the entire remote authentication process must be repeated.
3. In the event the connection is lost after the start of the exam and then re-established, the exam may be continued without further identification if the instructor can verify that he/she continues the exam with the same student. In case of doubt, the identification must be repeated.

### **2.2. Rules applicable in the event of disconnection from the Internet**

1. If the video connection is lost for more than 5 minutes during the online exam and cannot be restored even if the connection is tried to be re-established continuously, but at least 51 percent of the student's final examination may be assessed, then the examination is considered valid, and the result can be established by the committee.
2. If the video connection is lost for more than 5 minutes during the online exam and cannot be restored even if the connection is tried continuously, and less than 51 percent of the student's final examination may be assessed, then the examination is considered invalid, and it can be repeated in view of the emergency.
3. Interruptions of the video connection for more than 5 minutes must be recorded as a comment in the minutes by the chairman of the committee.
4. The date of the re-examination of an invalid final examination due to a technical problem and the composition of the examination committee are determined by the Faculty of Economics and Business, UD. The repeated final examination can only be conducted under the technical conditions provided by the Faculty of Economics and Business of the University of Debrecen, as described in the present instructions of the Dean. The date of the repeated final exam is 17 June 2020.
5. Stay in the waiting room (Lobby), and meeting time for the committee members are not included in the rules related to interruptions involving periods longer than 5 minutes.
6. If the student is unable to return to the webinar due to technical reasons at the time of the announcement of his/her grade, the Faculty of Economics and Business, UD informs

the student about the result in the Neptun system within 24 hours after the completion of the exam.

This instruction shall enter into force on 01 June 2020 and shall expire on 19 June 2020. The instruction covers all final exams organized by the Faculty of Economics and Business, UD, during this period. Issues not regulated in this instruction are governed by the rules of the *Study and Examination Regulations of the University of Debrecen*, *The Rector's Instructions on the Special Rules of the Study and Examination Regulations of the University of Debrecen in an Emergency (03 April 2020)*, and *The Dean's Instructions for "The implementation of Out-of-classroom Digital Education, Examinations, Final examinations, Internships, in academic year 2019/2020 semester II."*

27 May 2020, Debrecen

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