

The rules of procedure applicable to conducting the final examinations on online platforms at the Faculty of Economics and Business (GTK) of the University of Debrecen, in the autumn semester of the 2020/21 academic year
(7 December 2020)

The following rules of procedure shall be applicable to final examinations conducted at the Faculty of Economics and Business in the autumn semester of the 2020/2021 academic year (hereinafter: online final examinations), with the effect specified in the last paragraph of this document.

1. The general rules and technical conditions applicable to online final examinations

1. Final examinations shall be conducted online, between 14 and 16 December 2020, in the framework of the online course created on the platform of the Faculty of Economics and Business at <https://elearning.unideb.hu>, within the category “Záróvizsgák_2020_2021_1.félév” (translation: “Final examinations 2020/2021, 1st semester”), available via the Cisco Webex service as part of the e-learning services of the University of Debrecen, before 51 committees, as established and scheduled in advance. Students taking final examinations shall be registered for the e-learning course of their own final examination committee by 9 December 2020. The members of the committee and the examiners receive information on the technical steps of using the system in the framework of the present rules of procedure.
2. The online final examination shall take place before a final examinations committee (hereinafter: committee), the chairperson of which shall be appointed by the Dean of the Faculty of Economics and Business by taking into consideration the opinion of the Faculty Council, while the members and the secretary of the committees shall be appointed by the Dean, at his option.
3. The Faculty of Economics and Business shall inform examinees of the schedule of the final examinations by 9 December 2020, including the exact date and time of the final examination, as well as the names and e-mail addresses of the individual committees. The schedule shall be prepared with attention to ensuring that the examination of each student can be monitored by another student scheduled to take the examination before the same committee. The examination of the first student shall be monitored by the second one, and so on. The examination of the student scheduled as last shall be monitored by the student scheduled as the last but one. The monitoring by the fellow student shall not include the identification and the disclosure of the result of the examination.
4. The final examination – with the exception of students in the teacher of economics programme – shall consist of two parts.
 - a. The defence of the student theses / diploma projects / final theses before the committees took place in the period 16-18 November 2020. The result of that defence shall be recorded in the written record of the final examination of the date of the final examination.
 - b. The final examination itself, including the random selection (“picking”) of the examination topic, shall take place in the period between 14 and 16 December 2020, from the list of topics compiled and made available for the students of the website, in the framework of an oral examination.

In case of students in the teacher of economics programme, the defence of their portfolio shall take place prior to the selection of the examination topic.

5. All students registered for the final examination are required to appear at the final examination.
6. Students in the teacher of economics programme taking their final examinations shall, by 11 December 2020, upload the PowerPoint presentations of their portfolio, consisting of not more than 12 slides, into the e-learning system, via the interface of the course set up for the final examination.
7. If the examination has any technical problems before or during the examination, such problem is to be notified in an e-mail written to the secretary or by calling the +36-52-518-681 telephone number.
8. In the interest of ensuring the smooth progress of the examination, in each committee, the secretary shall perform the role of the "Host" for the given examination day. The Host shall be the person managing the entry, exiting and waiting of students in the virtual room set up for the examination, and shall assign, as well as revoke the rights as necessary.
9. In the course of examinations conducted in the framework of digital distance education at the Faculty of Economics and Business of the University of Debrecen, audio and video recordings of the examinations are made and stored by the Faculty. A recording of the examination to the cloud may only be prepared, on commission by the Faculty of Economics and Business, by the secretary of the committee.
10. An audio and video recording shall only be made of the events outside the identification of the student, with the recording started and stopped by the secretary of the committee. The downloading of the recording to an external data media and the deletion of the recording from the cloud shall be the task of the secretary. The recordings shall be stored securely, on external data media at the Dean's Office of the Faculty of Economics and Business, in compliance with the requirements of the Privacy Policy. The secretary shall submit the recording of the examination to the Dean's Office by 12:00 o'clock on the date following the day of the final examination, at the latest, and simultaneously also delete it from the cloud (and also from the Recycle Bin).
11. During the examination, the internal members of the committee shall be on the official premises of the Faculty of Economics and Business of the University of Debrecen, as designated for the given examination, while the external members of the committee and the students may be in their home (or other place of residence). Providing for the IT equipment and internet connection necessary for the examination shall be the task of the participants of the examination. The University of Debrecen excludes its responsibility for the proper operation of the IT equipment and internet connection provided by the examinee and the members of the committee.
12. For students participating in the examination who believe, on the basis of the experiences gained during the digital education that the examination may pose problems due to technical reasons, we provide an opportunity to take their examination, in compliance with the hygienic and security requirements, in the education building/buildings of the Faculty of Economics and Business designated for this purpose. In this case, the student can join the online final examination from a classroom. Students who intend to use this option are required to indicate this fact by 4 pm on 8 December 2020 by writing to the tavoktatas@econ.unideb.hu e-mail address. The subject line of the e-mail should have the

words “záróvizsga” (final examination), and the text of the e-mail should include their name, Neptun code, major, and the committee number.

13. There may be no person other than the examinee in the room used by the student for the purpose of the online examination. At the request of any member of the committee, the student is required to give proof of this fact with the use of his or her web camera. At the request of the committee, the student is also required to share his or her screen with the members of the examination committee. Examinations with audio connection only are not permitted. The violation of any of these provisions shall constitute the use of prohibited assistance.
14. Teachers shall express the dignity of the oral examinations also by way of their clothing and appearance. Students are required to wear clothing that is fitting to the occasion, expressing the ceremonious and dignified nature of the oral examinations, and shall participate in the examination free of the effect of any substance that may have an adverse effect on their capabilities.

2. Rules applicable to conducting the online examination

1. The internal committee members appointed by the dean of the Faculty of Economics and Business, as well as the examinees are required to log in via the Webex Link available on the e-learning interface at the time according to the schedule sent to them in advance. External committee members receive their Webex meeting links via e-mail by 12 December 2020. With attention to different technical conditions, a grace period of 5 minutes is granted from the scheduled starting time.
2. The creation of the courses for the individual committees shall be the task of the Dean's Office of the Faculty of Economics and Business. Posting the Webex meeting link for the course shall be the task of the secretary. Deadline: 12 December 2020.
3. Receiving access to and acknowledging the provisions of the privacy notice of the Faculty of Economics and Business shall be the condition of starting the online examination, which shall take place in the e-learning system, by completing the online declaration available within the final examination course of the examinee. Therefore, the Webex link shall be visible only for the students who have completed the above statement.
4. The secretary of the final examination committee, as the person with the rights of the *Host* for the given day, shall be the first person to log into the Webex interface at 7:30 am on the day of the examination.
5. After the secretary, the members of the committee and all examinees scheduled for the given day shall enter, for the purpose of receiving the relevant information. At the information session, with the exception of the first two students, students are not yet required to use video, and it is sufficient to use an audio connection only.
6. The chairperson of the committee welcomes the participants, and then informs the students about the schedule, indicating to the students scheduled as first and second that they should not exit from the Webex interface. All students other than those scheduled as the first and second to take the examination may then exit the Webex interface, and everyone is required to log back in at least 10 minutes before their scheduled time slots.

7. The examination shall commence after the remote identification. The documents suitable for remote identification may only be the following types of valid photo IDs: nationality card, driver's license or passport of the student.
8. During the online final examination, the examinee is required to keep the camera and the microphone turned on continuously, and the same is expected from the other student monitoring the examination. Failure to comply with this rule means that the student is not allowed to participate in the final examination. If the examiners find that the camera image of the student is not visible, the student will be warned. If the camera image is still invisible after repeated warnings, the student may not continue the examination. If a technical problem arises in case of the student monitoring the examination, a note shall be entered in the written records, and the examination may be continued.
9. In the course of the examination, two students must be simultaneously in the online examination space, while other examinees who joined the Webex meeting must wait in the Webex lobby. All students are required to log in to the meeting at least 10 minutes before the designated time.
10. The examination topic to be answered at the final examination shall be selected with the use of the random number generation function in Excel. The secretary shall share his/her screen for the duration of the "picking" of the examination topic.
11. After the picking of the examination topic, the examinees shall have 5 minutes for preparation, in the course of which they can prepare notes on a blank, white sheet of paper previously shown to the teacher. The sheet is to be shown for the camera again before starting the actual examination.
12. The members of the committee shall let the student know the result of the final examination (i.e. the part on the randomly picked examination topic) after a short discussion. During such discussion, the students shall be waiting in the Lobby, after which the student who has completed the examination is allowed back for receiving their results. The next student can only pick his or her examination topic after the results have been shared. After the communication of the result, the student has no further obligations on the examination date, with the exception of the last but one student according to the schedule, who is required to monitor the examination of the last student. In the interest of the protection of students' interests, therefore, there shall be always two students simultaneously present on the Webex interface.
13. If a student cannot log out from the examination room for any reason, the Host shall have the right to remove the student.

2.1. Giving proof of personal identity

1. Before the commencement of the examination, the personal identity of the examinees shall be checked in compliance with the provisions of the privacy notice of the Faculty of Economics and Business, as applicable to online final examinations. At the start of the remote identification, the person being identified (student) must expressly declare that he or she consents to the fact of the remote identification. No recording may be made of the student's identification document, and only the chairperson and the members of the committee, as well as the person acting as the *Host* may see the

identification document presented. For the duration of the identification, the “second” student in charge of monitoring the examination is put by the secretary to the Lobby.

2. All pages of the document used for identification and to be recorded shall be shown to the camera – with proper lighting used – so that the document is clearly visible, and the data on it are legible. The face of the student must also be well lit so that the chairperson of the committee can clearly determine if the person of the examinee is the same as the person on the document presented for identification. If the chairperson of the committee cannot determine beyond reasonable doubt that the examinee is the same person as the one in the picture on the identification document, then the examinee must ensure that the remote identification take place successfully. If, due to internet connectivity problems or for any other reason, the process of remote identification is interrupted, the entire remote identification process must be repeated.
3. In case the connection is interrupted and then restored after the start of the examination, the examination may be continued without repeating the remote identification, provided that the teacher can clearly determine that it is the same student who continues the examination. In case of doubt, the identification process must be repeated.

2.2. The rules applicable in case of the interruption of the internet connection

1. If, in the course of the online examination, the video connection is interrupted for more than 5 minutes, and it cannot be restored even despite continuous attempts to reconnect, but at least 51 percent of the student’s final examination can be evaluated, then the examination shall be considered as valid, and its result can be determined by the committee.
2. If the video connection is interrupted for less than 5 minutes, and it cannot be restored even despite continuous attempts to reconnect, and less than 51 percent of the student’s final examination can be evaluated, then the examination shall be considered as invalid, and it can be repeated with a view to the pandemic situation.
3. The fact of any interruption of the video connection exceeding 5 minutes shall be noted by the chairperson of the committee in the written record.
4. The date and time for repeating a final examination that was invalid due to a technical problem, as well as the composition of the examination committee shall be determined by the Faculty of Economics and Business. A repeated examination can only be conducted with the technical conditions provided by the Faculty of Economics and Business, in the designated building of the faculty, in person, in compliance with the restrictions in place due to the pandemic situation, in accordance with the rules given in the present Dean’s order. The date for such repeated examinations shall be 16 December 2020. If the student does not take the opportunity and does not appear in person, the final examination shall be invalid.
5. The duration of time in the Lobby and the time spent by the committee with discussing the examinee’s performance shall not count toward the interruptions exceeding 5 minutes.
6. If, for technical reasons, the student is unable to re-enter the Webex meeting for the duration of receiving his or her grade, then the Faculty of Economics and Business shall inform the student of the grade via the Neptun system, within 24 hours after the completion of the examination.

The present order shall enter into effect on 7 December 2020, and its effect shall expire on 17 December 2020. The scope of the order shall cover all final examinations organized by the

Faculty of Economics and Business. For areas not covered by the present Dean's Order, the relevant provisions of the *Academic and Examination Rules of the University of Debrecen* shall be applicable.

Debrecen, 7 December 2020

Dr. Károly Pető
Dean