

Rules for final examinations in Spring semester 2019/2020

According to the Dean's order no. 3/2020, final examinations in the Spring semester 2019/2020 will be held solely online between 11-13 June, where the following rules have to be followed:

- (1) Final examinations will be administered digitally using video conferencing on MS Office 365 Teams. Examination candidates are responsible for ensuring they have the necessary technical conditions (internet connection, a computer/laptop suitable for video call, i.e. equipped with a microphone and camera) for using MS Office 365 Teams. Candidates have to ensure that their camera and microphone are turned on throughout the duration of the exam, i.e., the candidate's camera image is clear, and the microphone functions properly.
- (2) Candidates are required to be available between 8:30-14:00 on the day of their final exam.
- (3) Candidates are required to identify themselves at the final examination by means of an official photo identification document.
- (4) The Final Examination Board consists of three members including a chair (associate professor or full professor) and two full-time faculty members or salaried doctoral students. The chair and one of the members administer and assess the oral exams while the third member is responsible for the online supervision of students during their preparation for the exam.
- (5) In addition to the three participants (the chair, the Examination Board member and the candidate), a student delegated by the Student Council is entitled to attend the examination in a consultative capacity.
- (6) Before each examination, the Final Examination Board members select two questions of the four given by the candidate's supervisor and the opponent for the candidate to answer during or after their presentation. Candidates will be invited to the meeting initiated by the Examination Board in succession. The board member responsible for supervising the candidates invites the next candidate to a Teams meeting specifically created for preparation (a Teams meeting separate from the final examination meeting), and communicates to them the two questions to be answered during the exam, then supervises the candidate for the specific duration provided for in the existing Final Examination Regulations of the Faculty of Business and Economics. All through their preparation time, candidates are required to be online with their camera and microphone turned on so that they are clearly visible and audible for the supervisor at all times. During preparation, candidates are forbidden to use any aids, and any drafts have to be handwritten on paper. If instructed by the supervisor, candidates must share their screen with the supervisor, or show their surroundings via their camera. When preparation time ends, the Final examination Board invites the given candidate to the final examination team meeting, and the candidate takes the oral exam. The visual elements of the candidate's presentation are shown to the Board via screen sharing by the candidate. Simultaneously, the Examination Board member supervising preparations invites the next candidate to the meeting set up for preparation, and repeats the procedure described above. When an examination ends, the Final Examination Board removes the candidate from the meeting and invites the next candidate to the meeting.
- (7) Having completed the examination of every candidate, the Final Examination Board calculates and summarizes exam results, finalizes the minutes taken during the examination, and after that announces the examination results in a videoconference to which all candidates are invited. Candidates who do not consent to the public announcement of their examination results will not participate in the videoconference (they leave the Teams meeting), thus their results will not be publicly announced.

Pécs, 8 May 2020

Prof. Dr. Zoltán SCHEPP
Dean