
 CORVINUS UNIVERSITY of BUDAPEST	PROVISIONS OF THE VICE-RECTOR FOR ACADEMIC PROGRAMMES	17/2025 Version number: 00
ON THE RULES OF PROCEDURE FOR ONLINE ORAL EXAMINATIONS AND FINAL EXAMINATIONS		

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Preamble

1.§

- (1) Based on the authorisation set out in Section 63(3) of Part 3 Study and Examination Regulations (hereinafter: SER) of Volume III Student Requirements of the Rules of Organisation and Operation of the Corvinus University of Budapest, I hereby regulate the process of the online oral examination/final examination and its detailed rules, conditions and framework as follows.

Scope

2.§

- (1) This provision applies to online oral exams/final exams.
- (2) This provision applies to all students (hereinafter: student(s)) who have been authorised to take an online oral examination/final examination.

Definitions


3.§

Exceptional circumstances/situation: situations that unexpectedly and seriously affect the student's studies, are not attributable to the student and could not have been foreseen or avoided. Unforeseen circumstances (or force majeure) are external, unavoidable events which make it impossible or extremely difficult to fulfil an obligation (in the context of this provision, to appear in person at the oral examination/final examination) and which were not foreseeable, for reasons beyond the student's control. Examples include health problems (serious or long-term illness, long-term hospitalisation, severe disability), personal or family tragedies (e.g. death, serious accidents or other life situations), natural disasters (e.g. floods, earthquakes or other natural disasters directly affecting the student's place of residence or family), refusal of an entry permit (visa) by the authorities in the case of a foreign student.

Online oral examination/final examination rules

4.§

- (1) Conditions for authorising an online oral examination/final examination:
- a) an unforeseeable change in the student's circumstances for which the student is not responsible (see Definitions Exceptional circumstances/situation);
 - b) in the case of an application for an online final examination, submission of application M104/M101 via Neptun, in the case of an application for an online examination, submission of an application for Dean's equity. The request must contain the grounds for equity and the document(s) supporting such grounds must be attached. (The Dean's equity is provided for in Section 93 of the SER.)
- (2) The rules for the online oral examinations/final examinations are provided for in Section 65 of the SER.

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- a) if an online examination can also be organised in accordance with Section 63, the online examination can only be conducted using the application used by the University, Microsoft Teams, which the student is entitled to access with the Cusman ID issued to him/her.
- b) the examination may be started at the time defined by the system;
- c) earpieces, headphones cannot be used during the exam;
- d) the aids needed for the examination may not be covered, muted during the examination;
- e) no other person may be present at the venue of the examination from the time of logging in to the end of the exam;
- f) the examinee may not leave the venue of the examination for the duration of the exam;
- g) the examination may only be conducted by the simultaneous live transmission of video and audio;
- h) before starting the exam, the student shall show his/her valid document with picture suitable for personal identification to the camera in such a way that it is suitable for identification. The exam may only be started once the student has successfully entered the application and his/her identity has been verified.
- i) the examiner may at any time request the student to track his/her environment with the camera of the device he/she is using or to close up on the surrounding objects. The examinee shall immediately comply with such request;
- j) if the exam is disrupted by a technical problem arising at either party, the lecturer or examining board shall be obliged to call the student not more than two (2) times in a row. In such cases the examiner decides whether the student may continue to answer the exam question or receives another question.

Closing provisions

5.§

- (1) The present Provisions are based on Sections 2(2) (i), 61(14), Section 63(3), 65, and Section 87(1), (2) of Part 3 Study and Examination Regulations (SER) of Volume III Student Requirements of the Rules of Organisation and Operation of the Corvinus University of Budapest.
- (2) The present Provisions shall enter into force on the day their publication and shall remain in force until revoked.