

Regulations for the entrance examination
for the Master's Program "International Business Management"
at the Faculty of Economics, Lomonosov Moscow State University
using distance technologies

These regulations govern the specifics of conducting entrance examinations for the "International Business Management" master's program at the Faculty of Economics, Lomonosov Moscow State University (hereinafter referred to as the Faculty of Economics, MSU) using distance learning technologies (hereinafter referred to as DLT) and are supplementary to the MSU Charter, the Admission Rules of Lomonosov Moscow State University (hereinafter referred to as MSU), and other regulatory documents of MSU and the Faculty of Economics.

1. General Provisions

- 1.1. The use of DLT for conducting entrance examinations for the master's program at the Faculty of Economics, MSU, is based on an Order from the Dean, who is also the Chairperson of the Admissions Committee of the Faculty of Economics, MSU.
- 1.2. The entrance examination for the "International Business Management" program consists of two parts: a written part and an oral part in the form of an interview.
- 1.3. The written part of the entrance examination using DLT is conducted via the Moodle system (or another platform chosen by the faculty).
- 1.4. The written part is conducted with proctoring—a remote monitoring system designed to support geographically remote examinations, confirm the applicant's identity, and monitor compliance with examination rules.
- 1.5. Proctoring software and technical support are provided by ProctorEdu (or another provider chosen by the faculty).
- 1.6. During the written part, the Faculty of Economics, MSU, provides synchronous proctoring with an online examiner who has all the powers of a proctor as provided by the ProctorEdu system.
- 1.7. The examination is recorded on video and audio to ensure compliance with examination rules (asynchronous proctoring).

- 1.8. The oral part (interview) using DLT is conducted via video conference in Zoom (or another system chosen by the faculty).
- 1.9. The interview is conducted based, among other things, on a motivation letter uploaded by the applicant into Moodle before the start of the written part.
- 1.10. Information about the format, time, and technical requirements for the examination is communicated to applicants via the Faculty of Economics, MSU, website and may also be sent individually to the email address provided during application.

2. Technical Requirements and Identification Procedure

- 2.1. To participate in entrance examinations using DLT, the applicant must independently ensure the necessary conditions for proctoring and video conferencing:
 - Equipment capable of video and audio transmission, meeting the requirements of these regulations and the instructions for applicants on the Admissions Committee website (<https://www.econ.msu.ru/brief/>);
 - Stable internet connection capable of streaming video;
 - An identity document;
 - Sufficient lighting to clearly see the applicant's face and the presented identity document;
 - Low noise level in the room;
 - No interference or interruptions in video/audio transmission.
- 2.2. If, on the day of the exam, the applicant is unable to connect to the exam system or upload the motivation letter for reasons beyond their control:
 - 2.2.1. The applicant must immediately inform the Admissions Committee by phone (+7(495)939-32-98), and send a personally signed statement to the Chairperson of the Admissions Committee at pk@econ.msu.ru, indicating:
 - Full name
 - Presumed reason for connection failure
 - Contact details for urgent communication

- 2.2.2. The applicant must submit documentary proof of the technical issue no later than 23:59 (Moscow time) on the next business day after the exam.

Based on the submitted documents, the Admissions Committee decides whether the applicant can take the exam on a reserve day. This decision is final and not subject to appeal.

- 2.2.3. In exceptional cases, the Admissions Committee may allow the applicant to take the exam on a reserve day without supporting documents, based on the applicant's written commitment to provide them before the final ranking is published. If not provided, the reserve day exam results will be annulled.

- 2.3. Identification of applicants is carried out using proctoring during the written part and visually during the oral part.

- 2.4. The applicant must use an identity document (passport or equivalent under Russian law) for identification.

- 2.5. During the exam, the applicant must:

- Remain in the webcam's field of view;
- Speak only in a language understood by the applicant and examiner (English);
- Not turn off the microphone or reduce its sensitivity;
- Share the entire screen when requested, not just an application window;
- Strictly follow the proctor's instructions.

- 2.6. During the exam, the applicant is prohibited from:

- Allowing third parties in the exam room;
- Using assistance from others;
- Providing computer/account access to third parties;
- Communicating or otherwise interacting with third parties;
- Using reference materials (paper or electronic);
- Using any electronic devices (including phones, tablets, monitors, computers) except those required for the exam or specifically permitted by the examiner;

- Using headphones or earpieces;
- Running any programs or applications not directly related to the exam system (except antivirus, camera, microphone, and a single browser tab for the exam);
- Taking screenshots, except when required by the examiner
- Highlighting the text of the task in whole or in part.

2.7. The applicant is informed that:

- Video and audio recording will be conducted during the exam, and the applicant consents to the processing of personal data and video recording;
- The exam may be interrupted by the Faculty of Economics, MSU, if these regulations or their appendices are violated;
- Exam recordings and other forms of control using proctoring and video conferencing will be kept by the Faculty of Economics, MSU, without additional consent;
- Video recordings may be used by the Faculty of Economics, MSU, to verify compliance with exam regulations.

2.8. Violation of these regulations by an applicant (including: impersonation, use of unauthorized assistance, reference materials, or devices, etc.) are grounds for an Act of Violation by the Admissions Committee and a grade of "unsatisfactory."

The Act of Violation may be drawn up:

- During the exam;
- After the exam, based on video review.

2.8.1. If drawn up during the exam, the exam is terminated and an electronic copy of the Act is sent to the applicant on the same day.

2.8.2. If drawn up after the exam, the Act is sent no later than the exam result announcement date.

2.9. Applicants are prohibited from copying, saving, recording, or distributing exam materials in whole or in part.

- 2.10. If the regulations are violated through no fault of the applicant, they must immediately inform the proctor via the proctoring system chat during the written part or the examiner during the oral part.
- 2.11. If the proctoring session video is missing and the applicant did not inform the proctor or Admissions Committee, the applicant's work may be annulled depending on the interruption duration.
- 2.12. If the applicant began the exam but the session was interrupted through no fault of their own, they may resume the exam within a short period.
- 2.13. If the absence from the proctoring system exceeds the allowed time, the applicant cannot resume the exam.
- 2.13.1. If less than $\frac{2}{3}$ of the exam time has passed
- 2.13.1.1. the applicant must immediately inform the Admissions Committee by phone number +7(495)939-32-98, and provide a signed statement by e-mail pk@econ.msu.ru with:
- Full name
 - Reason for interruption
 - Contact details
- 2.13.1.2. The applicant must provide documentary proof of the interruption by 23:59 (Moscow time) the next business day after the exam.
- The Admissions Committee decides on the possibility of a reserve day exam; this decision is final.
- 2.13.1.3. In exceptional cases, the Committee may allow a reserve day exam without supporting documents, based on a written commitment to provide them before the final ranking is published. If not provided, the reserve day exam results will be annulled.
- 2.13.2. If more than $\frac{2}{3}$ of the exam time has passed at the time of disconnection, the exam commission will check the automatically saved work.
- 2.14. If the absence in video conference exceeds the allowed time, the applicant cannot resume the exam.

2.14.1. The applicant must immediately inform the Admissions Committee by phone number +7(495)939-32-98, and provide a signed statement by e-mail pk@econ.msu.ru with:

- Full name
- Reason for interruption
- Contact details

2.14.2. The applicant must provide documentary proof of the interruption by 23:59 (Moscow time) the next business day after the exam.

The Admissions Committee decides on the possibility of a reserve day exam; this decision is final.

3. Conducting the Entrance Exam with DLT

3.1. The applicant must attend a consultation according to the schedule on the Faculty of Economics, MSU, website.

3.2. Before the written part, the applicant must:

- Study the instructions for applicants on the Admissions Committee website (<https://www.econ.msu.ru/brief/>)
- Check the equipment and familiarize with the testing system (a link to the trial test is sent to the applicant in accordance with clause 3.3.)

3.3. On the consultation day, the Admissions Committee sends the applicant login, password, and access link for Moodle to the email provided during application.

3.4. If the necessary information is not received or login is impossible, the applicant must inform the Admissions Committee by phone +7 (495)939-32-98, or email pk@econ.msu.ru and provide:

- Full name
- Contact details

3.5. After receiving login and password, access to the system is granted. The applicant must sign a Consent for personal data processing and video recording before proceeding to a trial test. The trial test includes equipment check, preliminary identification, and familiarization with the testing environment. If problems arise, the applicant must

contact Telegram chat channel for technical support (a link to the chat is sent along with the login and password).

3.6. Before the exam, the applicant must have:

- Identity document (passport or equivalent)
- At least 10 sheets of paper and a pen
- Calculator, if allowed
- Login and password for the exam system
- Contacts for the Admissions Committee and technical support

3.7. For the written part, the applicant logs into Moodle 30 minutes before the exam.

3.8. Before the written part, the applicant uploads the motivation letter to Moodle. Uploading the motivation letter is required to proceed. If unable to upload, the applicant must inform the Admissions Committee as per section 2.2.

3.9. At the beginning of the written part of the exam (according to the Moscow time specified in the schedule), the exam tasks will be opened for the candidates. The candidate is obliged to immediately undergo equipment check and identity verification and start completing the tasks.

3.10. If the candidate has any questions during the written part of the exam, he/she may contact the proctor via the chat built into the exam system.

3.11. After the time allocated for the written part of the exam expires, the answers to the tasks will be automatically saved and sent for evaluation.

3.12. The candidate may finish the written part of the exam before the established end time. To do this, the candidate must click the "finish attempt" button, inform the proctor in the chat about the intention to finish the exam. After receiving confirmation from the proctor, the candidate may end the proctoring session, which means the exam is finished.

3.13. To take the oral part of the exam, the candidate enters the video conferencing system 15 minutes before the start of the oral part of the exam.

3.14. The oral part of the exam (individual interview of the candidate with the examination committee) begins at the time specified in the letter from the admissions committee (Moscow time).

- 3.15. The candidate is obliged to present an identity document to the committee for visual identification and start answering the committee's questions.
- 3.16. The oral part of the exam (interview) is conducted on the topics of the special part of the entrance exam program for the "International Business Management" program, as well as on the content of the motivation letter that the candidate uploads to the Moodle system before starting the written part of the exam.
- 3.17. The interview with the candidate lasts up for 15 minutes. After the time allocated for the oral part of the exam expires, the candidate leaves the video conference.
- 3.18. By connecting to the exam system, the candidate confirms that he/she has read this regulation and has no health restrictions preventing him/her from completing the exam tasks.
- 3.18.1. In case of poor health, the candidate does not connect to the exam system and must immediately notify the Admissions Committee by phone and/or by email, and also provide the data specified in clause 3.5 of the regulation.
- 3.18.2. The candidate must provide the Admissions Committee with documentary evidence of the health condition that prevented him/her from participating in the exam (a medical certificate of the established form) within the deadlines set by the Admissions Committee of the Faculty of Economics of Moscow State University. Based on the submitted documents, the Admissions Committee decides on the possibility or impossibility of the candidate taking the exam on the reserve day. The decision of the Admissions Committee on this matter is final and not subject to appeal.
- 3.19. For all questions not resolved in this temporary regulation and other local acts of Moscow State University and/or the Faculty of Economics of Moscow State University regarding the entrance exam (including the use of distance learning technologies), a written appeal must be sent to the Admissions Committee of the Faculty of Economics of Moscow State University.