

Regulations for Entrance Examinations

for Master's Degree Programmes of the Faculty of Economics, Lomonosov Moscow State University, using distance learning technologies

These Regulations govern the specific procedure for conducting entrance examinations for Master's degree programmes of the Faculty of Economics of Lomonosov Moscow State University (hereinafter, respectively, the Faculty of Economics of MSU and MSU) using distance learning technologies (hereinafter referred to as DLT). They apply in addition to the MSU Charter, the MSU Admission Rules, and other regulatory documents of MSU and the Faculty of Economics of MSU.

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1. General Provisions

1.1. The use of DLT for conducting entrance examinations for Master's programmes of the Faculty of Economics of MSU is carried out on the basis of an order of the Dean, who is the Chair of the Admissions Committee of the Faculty of Economics of MSU.

1.2. Entrance examinations using DLT are conducted through the Moodle system, or another platform selected by the Faculty of Economics of MSU, and with the use of proctoring: a remote monitoring system intended to support geographically remote examination taking, verify the identity of the applicant, and monitor compliance with examination rules.

1.3. The software and technical support for proctoring are provided by the proctoring provider ProctorEdu, or another provider selected by the Faculty of Economics of MSU.

1.4. During the examination, the Faculty of Economics of MSU provides synchronous proctoring with the presence of an online examiner who has all the powers of a proctor provided by the ProctorEdu system (hereinafter, the proctor).

1.5. During the examination, video and audio recording is carried out to record the applicant's compliance with the examination rules; the recording is subsequently used for asynchronous proctoring.

1.6. Information about the format, time, and necessary technical requirements for taking the examination is communicated to applicants by publication on the website of the Admissions Committee of the Faculty of Economics of MSU in the sections dedicated to the examination. The Faculty of Economics of MSU may also additionally send individual notices to the email address indicated by the applicant when submitting documents for admission to Master's programmes at the Faculty of Economics of MSU (hereinafter, the applicant's email address).

1.7. Applicants are assigned to groups for taking the entrance examination by the Admissions Committee of the Faculty of Economics of MSU, taking into account the date when the Admissions Committee received the documents and the enrolment priorities indicated by the applicant in the admission application at the time the groups are formed, where possible. Self-registration for entrance examinations through the Unified Portal of State and Municipal Services is informational and notification-based in nature.

1.7.1. Groups of applicants for participation in entrance examinations are formed two days before the entrance examination date. Information about the date and time of the entrance examination, as well as a link to the entrance examination portal, is sent to the applicant's email address no later than the day preceding the entrance examination.

1.7.2. Applicants, including citizens of the Russian Federation, who submit an admission application less than two days before the entrance examination in the first stream, but no later than 18:00 Moscow time on the closing date for acceptance of documents from foreign citizens and stateless persons applying to MSU for fee-paying Master's programmes in accordance with the MSU Admission Rules, may be included in the first-stream entrance examination groups, taking into account the priorities indicated at the time of submission of the admission application, where possible.

1.8. The applicant:

- confirms that the email address indicated when submitting documents for admission to Master's programmes at the Faculty of Economics of MSU belongs to the applicant;
- agrees to communicate with the Faculty of Economics of MSU through the email address indicated by the applicant;
- is responsible for the validity and operability of the email address, as well as for preventing third-party access to information sent to that email address.

2. Technical Requirements and Identification Procedure

2.1. To participate in entrance examinations using DLT, the applicant must ensure the conditions necessary for the proctoring system to operate:

- equipment, such as a personal computer or laptop, capable of video and audio transmission and meeting the requirements of these Regulations and the Applicant Instructions posted on the website of the Admissions Committee of the Faculty of Economics of MSU at <https://www.econ.msu.ru/brief/>;
- a stable Internet connection;
- an identity document of the applicant;
- sufficient lighting to clearly see the applicant's face and the identity document presented;
- a low noise level;
- absence of interference with video and audio signal transmission.

2.2. If, before the start of the entrance examination on the examination date, the applicant is unable to connect to the examination system for reasons not attributable to the applicant:

2.2.1. The applicant must immediately inform the Admissions Committee of the Faculty of Economics of MSU by telephone at 8 (495) 939-32-98 and, no later than 18:00 Moscow time on the day preceding the reserve date for the relevant entrance examinations, send a personally signed application addressed to the Chair of the Admissions Committee of the Faculty of Economics of MSU using the form posted on the Faculty website at <https://www.econ.msu.ru/entrance/ExamClaim/> (appendix to these Regulations).

2.2.2. On the basis of the submitted application, the Admissions Committee of the Faculty of Economics of MSU decides whether the applicant may take the entrance examination on the reserve date or in another group.

2.3. Identification of applicants is carried out using the technical capabilities of the proctoring system.

2.4. For identification, the applicant must use an identity document: a passport or another document replacing a passport in accordance with the legislation of the Russian Federation.

2.5. During the entrance examination, the applicant must:

- remain within the field of view of the webcam;
- not turn off the microphone and not reduce its sound sensitivity;
- speak only in a language understood by both the applicant and the proctor: Russian, or English if the examination is taken in English;
- when sharing the screen, show the entire screen rather than the active application window only;
- comply with the proctor's instructions.

2.6. During the entrance examination, the applicant is not permitted to:

- allow third parties to be present in the room where the applicant is taking the entrance examination;
- use assistance from third parties;
- provide third parties with access to the equipment and/or account being used;
- enter into conversations or otherwise interact with third parties, except proctors;
- read aloud the examination tasks in whole or in part;
- use reference materials on paper or electronic media;
- use any electronic devices, including mobile phones, tablets, monitors, and computer equipment, except those directly used for the entrance examination or additionally permitted by the proctor;
- use headphones or micro-earphones;
- launch, use, allow activation and/or operation, including in the background, on the equipment being used, of any programs or applications not directly related to the entrance examination system, except for antivirus software, the camera and microphone used during proctoring, a scanner if required for completing tasks, and one browser with one open tab in which the entrance examination is conducted;
- take screenshots or print screens, except when required by the proctor;
- select all or part of the text of an examination task.

2.7. The applicant is warned that:

- during the entrance examination, video filming and audio recording of the examination are conducted, and the applicant gives consent to the processing of personal data and video recording;

- the Faculty of Economics of MSU may terminate the entrance examination if the applicant violates these Regulations;
- recordings of entrance examinations and other forms of control conducted using proctoring will be retained by the Faculty of Economics of MSU without any additional consents or applications from the applicant;
- video recordings may be used by the Faculty of Economics of MSU when checking compliance with the entrance examination Regulations.

2.8. Violation of these Regulations by the applicant, including substitution of the applicant by a third party, use of assistance from third parties, use of reference materials on paper or electronic media, use of electronic devices other than those permitted by the proctor, operation or launch, including in the background, on the equipment being used, of programs and applications not agreed with the proctor, and other violations, constitutes grounds for the Admissions Committee of the Faculty of Economics of MSU to draw up a Report on Violation of the Regulations and assign the grade “two”.

2.9. A Report on Violation of the Regulations is drawn up:

- during the entrance examination;
- after completion of the entrance examination, when compliance with the entrance examination Regulations is checked on the basis of the video recording.

2.9.1. If a violation of the Regulations is detected during the entrance examination, the entrance examination for the applicant is terminated, a Report on Violation of the Regulations is drawn up, and an electronic copy of that Report is sent on the examination date to the applicant’s email address.

2.9.2. If a Report on Violation is drawn up after the entrance examination has been completed, following a check of compliance with the Regulations based on the video recording, an electronic copy of that Report is sent to the applicant’s email address no later than the announcement of the entrance examination results.

2.10. Applicants are prohibited from photographing, copying, saving, otherwise recording, and distributing entrance examination materials in whole or in part.

2.11. If these Regulations are violated through no fault of the applicant, the applicant must immediately inform the proctor in the proctoring system chat.

2.12. If the proctoring system report contains a partial absence of the video image from the applicant’s proctoring session, the Admissions Committee of the Faculty of Economics of MSU may, depending on the duration of the video interruption, decide to annul the applicant’s work and assign the grade “two”.

2.13. If the applicant has started the entrance examination but, during the examination, the examination session is interrupted through no fault of the applicant, the applicant has the opportunity to resume the examination within a short period of time.

2.14. If the period of interruption of the entrance examination and the applicant’s absence from the proctoring system exceeds the maximum permitted time, the applicant cannot resume the entrance examination; in this case:

2.14.1. if, at the time the applicant is disconnected from the entrance examination system, no more than two-thirds of the allotted examination time has elapsed:

2.14.1.1. The applicant must immediately inform the Admissions Committee of the Faculty of Economics of MSU by telephone at 8 (495) 939-32-98 and, no later than 18:00 Moscow time on the day preceding the reserve date for the relevant entrance examinations, send a personally signed application addressed to the Chair of the Admissions Committee of the Faculty of Economics of MSU using the form posted on the Faculty website at <https://www.econ.msu.ru/entrance/ExamClaim/>.

2.14.1.2. On the basis of the submitted application, the Admissions Committee of the Faculty of Economics of MSU decides whether the applicant may take the entrance examination on the reserve date.

2.14.2. if, at the time the applicant is disconnected from the entrance examination system, two-thirds or more of the allotted examination time has elapsed, clause 2.14.1 of these Regulations does not apply, and the examination committee checks the automatically saved work.

2.15. The decision of the Admissions Committee of the Faculty of Economics of MSU on whether the applicant may take the entrance examination on the reserve date is final; no appeal against the decision is provided for.

3. Conduct of the Entrance Examination using DLT

3.1. When an entrance examination is conducted using DLT, the applicant must attend the consultation held in accordance with the schedule posted on the official web page of the Admissions Committee of the Faculty of Economics of MSU.

3.2. Before the entrance examination begins, the applicant must:

- study the Applicant Instructions posted on the website of the Admissions Committee of the Faculty of Economics of MSU at <https://www.econ.msu.ru/brief/>;
- complete an equipment check and familiarisation with the testing system; a link to the trial test is sent to the applicant in accordance with clause 3.3 of these Regulations.

3.3. On the consultation date, the Admissions Committee of the Faculty of Economics of MSU sends the applicant's login, password, and link for access to the Moodle system to the applicant's email address.

3.4. If there are problems with completing the trial test that cannot be resolved after studying the instructions, the applicant must contact the technical support channel chat; the chat link is sent together with the login and password.

3.5. If the information specified in clause 3.3 of these Regulations is not received within the prescribed period, the applicant must inform the Admissions Committee of the Faculty of Economics of MSU by telephone at +7 495 939-32-98 and/or by email at pk@econ.msu.ru that the login, password, and link for access to the Moodle system have not been received, and provide the following information:

- surname, first name, and patronymic;
- Master's programme;
- contact details for prompt communication.

3.6. After receiving the login and password, the applicant will be granted access to the Moodle system. In the system, the applicant must sign the Consent to Personal Data Processing and Video Recording; only after signing the Consent may the applicant proceed to the trial test to identify and resolve possible connection issues and become familiar with the testing environment. The trial test includes an equipment check, preliminary identity identification, and independent familiarisation with the testing system. If there are problems with completing the trial test that cannot be resolved after studying the instructions, the applicant must contact the technical support channel chat.

3.7. Thirty minutes before the entrance examination begins, the applicant logs into the Moodle system. The applicant must have the following at the workplace:

- an identity document: a passport or another document in accordance with the legislation of the Russian Federation;
- at least 10 blank sheets of white A4 paper and a writing pen;
- a charged mobile phone for scanning and sending answers, if provided for by the entrance examination;
- a calculator meeting the requirements of the examination committee, if provided for by the entrance examination;
- login and password for entering the entrance examination system;
- contacts of the Admissions Committee of the Faculty of Economics of MSU (+7 495 939-32-98) and the technical support channel number.

3.8. By connecting to the entrance examination system, the applicant confirms that the applicant has read these Regulations and has no health-related restrictions preventing completion of the entrance examination tasks.

3.8.1. In case of feeling unwell, the applicant does not connect to the entrance examination system and must immediately inform the Admissions Committee of the Faculty of Economics of MSU by telephone at +7 495 939-32-98 and/or by email at pk@econ.msu.ru, providing the data specified in clause 3.5 of these Regulations.

3.8.2. The applicant must submit to the Admissions Committee of the Faculty of Economics of MSU documentary confirmation of the health condition that prevented participation in the entrance examination, namely a medical

certificate of the prescribed form, within the deadlines established by the Admissions Committee of the Faculty of Economics of MSU, and must also submit an application using the form posted on the Faculty website at <https://www.econ.msu.ru/entrance/ExamClaim/>. On the basis of the submitted documents, the Admissions Committee decides whether the applicant may take the entrance examination on the reserve date.

3.9. At the beginning of the entrance examination, according to the Moscow time indicated in the schedule, the examination tasks will be opened to applicants. The applicant must immediately complete the equipment check and identity identification and start working on the tasks.

3.10. If questions arise during the entrance examination, the applicant may contact the proctor through the chat built into the entrance examination system.

3.11. On answer sheets and in task-response fields, the applicant must not indicate the surname or first name or make any other marks unrelated to the content of the entrance examination.

3.12. If the entrance examination requires handwritten answers to be uploaded to the system, the applicant must:

- notify the proctor through the chat that scanning or photographing of the sheets has begun;
- show each sheet with completed tasks to the camera page by page for at least 3 seconds; if the demonstration does not allow the writing to be recorded, the proctor may ask for it to be repeated;
- scan or photograph the sheets with answers to the tasks;
- open the uploaded file on the screen of the equipment used for taking the entrance examination and show it page by page for at least 3 seconds for each sheet;
- upload this file to the special window in the Moodle system;
- notify the proctor through the chat that the file has been uploaded to the system. Uploaded files must be in *.pdf or *.jpeg format.

3.13. After the time allotted for the entrance examination expires, the answers to the questions will be automatically saved and sent for checking.

3.14. The applicant may finish the entrance examination without waiting for the established end time. To do so, the applicant must click the “finish attempt” button and write in the chat about the intention to finish the entrance examination.

3.15. For all matters not resolved in these Regulations and other local acts of MSU and/or the Faculty of Economics of MSU concerning the conduct of entrance examinations using DLT, a written inquiry must be sent to the Admissions Committee of the Faculty of Economics of MSU.

4. Specifics of Oral Entrance Examination Components using DLT

4.1. The oral component of the entrance examination, namely the interview, using DLT is conducted in the form of a video conference in a system selected by the Faculty of Economics of MSU.

4.2. The interview may be conducted, among other things, on the basis of a motivation letter uploaded by the applicant to the Moodle system before the start of the written component of the entrance examination; uploading the letter is a necessary condition for taking the written component. If the applicant is unable to attach the motivation letter, the applicant informs the Admissions Committee of the Faculty of Economics of MSU in accordance with clause 2.2 of these Regulations.

4.3. To take the oral component of the entrance examination, the applicant enters the video-conferencing system 15 minutes before the oral component begins.

4.4. The oral component of the entrance examination, namely the individual interview of the applicant with the examination committee, begins at the time indicated in the letter from the Admissions Committee of the Faculty of Economics of MSU, Moscow time.

4.5. The applicant must present an identity document to the examination committee for visual identification and then proceed to answer the committee’s questions.

4.6. The oral component of the entrance examination, the interview, is conducted on the topics of the specialised part of the entrance examination programme for specific Master’s programmes, as well as on the content of the motivation

letter uploaded by the applicant to the Moodle system before the start of the written component of the entrance examination.

4.7. The interview with the applicant is conducted for 15 minutes. After the time allotted for the oral component of the entrance examination expires, the applicant leaves the video conference.

5. Instructions for Applicants

5.1. The Applicant Instructions for taking entrance examinations using the DLT system are posted on the website of the Admissions Committee of the Faculty of Economics of MSU at <https://www.econ.msu.ru/brief/>.

Form 1

To the Chair of the Admissions Committee of the Faculty of Economics of MSU, Professor A. A. Auzan
from Master's applicant

full name

contact telephone number and email address

Application

Due to the impossibility of taking the entrance examination in

name of the missed or interrupted entrance examination

on the scheduled date “___” _____ 202__ for the following reason:

reason for missing or interrupting the entrance examination on the main date*

I request the opportunity to take the entrance examinations for the Master's programmes of the Faculty of Economics of MSU in accordance with the following sequence of entrance examinations:

1) _____

name of examination and examination date, indicated where available

2) _____

name of examination and examination date, indicated where available

3) _____

name of examination and examination date, indicated where available

Attachment*:

1. _____

Signature: _____

Date: « » _____ 202__

* If an entrance examination is missed due to illness, documentary confirmation of the reason for absence must be submitted. Interruption of an entrance examination due to illness is not carried out.