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**Temporary rules for entry examination with the use of distant technologies
to the Master program in International Business Management
of the Faculty of Economics, MSU**

This document governs the features of organization of entry examination with the use of distance technologies (hereinafter - DT) to the educational Master program in International Business Management of the Faculty of Economics, Lomonosov Moscow State University (hereinafter - FE MSU). The following rules are applied in addition to the MSU Charter, the Rules for admission to Lomonosov Moscow State University (hereinafter - MSU), other regulatory documents of MSU and FE MSU.

1. General provisions

- 1.1. The use of DT for conducting entry exams to the Master programs of FE MSU is based on the order of the Dean — Chairman of the FE MSU Admissions Committee.
- 1.2. The entry exam to the Master program in International Business Management consists of two parts: a written part and an oral part in the form of interview.
- 1.3. The written part of the entry exam with the use of DT is carried out with the use of the moodle system (or another platform at the choice of the FE MSU).
- 1.4. The written part of the entry exam is carried out with the use of proctoring, a distant monitoring system designed to accompany the process of online examination, to confirm the identity of an applicant, to monitor compliance with the rules.

- 1.5. Proctoring software and technical support are provided by ProctorEdu (or another provider at the choice of the FE MSU).
- 1.6. During the written part of the exam the FE MSU ensures synchronized proctoring with the presence of an online examiner who has all the proctor rights specified by the ProctorEdu system.
- 1.7. During the exam to secure compliance with the rules video and audio are recorded (asynchronous proctoring).
- 1.8. The oral part of the exam (interview) with the use of DT is conducted in the form of a video conference via Zoom (or another system at the choice of the FE MSU).
- 1.9. The interview is conducted, among other things, on the basis of a motivation letter that the applicant uploads to the moodle system before the start of the written part of the exam.
- 1.10. Information about the form, time, necessary technical requirements for passing the exam is disseminated through publications on the website of the FE MSU in the sections devoted to the exam and can also be additionally provided through individual mailing to the e-mail address specified by the applicant when applying for admission.

2. Technical requirements and identification procedure

- 2.1. To participate in the entry examination with the use of DT an applicant must independently provide the necessary conditions for proctoring and for participation in the interview video conference:
 - equipment enabling video and audio broadcasting that meets the requirements of these rules and the Instruction for candidates, which is available on the website of the FE MSU Admissions Committee at <https://www.econ.msu.ru/brief/>,
 - stable Internet connection allowing to stream video,
 - presence of an identity document,
 - sufficient illumination allowing to clearly see the face of the applicant and the identification document presented by him/her,
 - low noise environment,
 - no interference and interruption in the video and audio stream.
- 2.2. If prior to the start of any part of the exam on examination days an applicant, through no fault of his/her own, does not have the technical ability to connect to the examination system or is unable to upload a motivation letter in accordance with Article 3.8 of the rules:
 - 2.2.1. The applicant must immediately notify the Admissions Committee by phone +7(495)939-32-98 or through the chat of the telegram channel, the link to which was received by the applicant in accordance with Article 3.4 of these rules, as well as to send a personally signed application

addressed to the Chairman of the FE MSU Admissions Committee to the email address pk@econ.msu.ru, that includes the following information:

- Last name, First name, Middle name (if any)
- Supposed reason for the inability to connect
- Contacts for rapid communication.

2.2.2. The applicant must provide the Admissions Committee with documentary evidence of the technical inability to connect to the examination system no later than 23.59 (Moscow time) of the working day following the day of the relevant part of the exam.

Based on the documents provided the Admissions Committee decides whether it is possible or not for the applicant to take the exam on a reserve day. The decision of the Admissions Committee on this matter is final and not subject to appeal.

2.2.3. In exceptional cases the Admissions Committee may decide to admit the applicant to the exam on a reserve day without supporting documents based on his/her application stating that he/she undertakes to provide these documents before the publication of the final rating of applicants. If such documents are not provided, the results of the exam taken on the reserve day are canceled.

2.3. Identification of applicants is carried out with the use of technical capabilities of the proctoring system at the written part of the exam, as well as visually at the oral part of the exam. In case the system cannot automatically identify the examinee, a visual identification is performed by a proctor.

2.4. For the identification an applicant is obliged to use a document proving his/her identity (a passport or another substituting document in accordance with the legislation of the Russian Federation).

2.5. During the exam an applicant is obliged:

- to stay in view of the web-camera,
- to speak only in a language that both the applicant and the examiner understand (English),
- not to mute the microphone and not to reduce its level of sound sensitivity,
- when sharing the screen, to share the entire screen, not only the active application window,
- to comply strictly with the requirements of a proctor.

2.6. During an exam an applicant has no right:

- to allow the presence of third parties in the room where the applicant takes the exam,
- to get help from third parties,
- to provide access to the computer and/or the account to third parties,
- to provide access to the personal account to third parties,
- to engage in conversations or interact in any other way with third parties,
- to use reference materials neither in a paper format nor in an electronic format,

- to use any electronic devices (including mobile phones, tablets, monitors and computer equipment), except those that are directly used for the exam or are additionally permitted by the examiner,
- to run any programs and applications on the computer that are not directly related to the examination system (except for antivirus, the camera and microphone used during proctoring and video conferencing, as well as one browser with one open tab in which the exam is taking place),
- take screenshots, except when required by the examiner.

2.7. Applicant is informed that:

- video and audio recording of the examination is conducted during the exam, the applicant gives his/her consent to personal data processing and video recording,
- the exam may be interrupted by the FE MSU in case the applicant violates these rules, including the annexes to them,
- recordings of the exams and other forms of control conducted with the use of proctoring and the video conferencing system will be kept by the FE MSU without any additional consents and applications from the applicant,
- video recordings can be used by the FE MSU to verify compliance with the rules of the exam after it is finished.

2.8. Violation of these rules by an applicant (including: substitution of the applicant by a third party, use of assistance from third parties, use of reference materials in a paper or in an electronic format, use of electronic devices other than those that are permitted for use by the examiner, etc.) is a basis for the Admission Committee to draw up an Act of violation and to assign the exam grade 'non-satisfactory'.

An act of violation is drawn up:

- during the exam,
- upon completion of the exam when verifying the compliance with the rules of the exam based on video recordings.

2.8.1. If the Act of violation was drawn up during the exam, the exam for the applicant stops, an electronic copy of the Act is sent to the applicant on the day of the exam to the e-mail address specified by the applicant when applying to the FE MSU for admission.

2.8.2. In case the Act of violation is drawn up after the completion of the exam when verifying the compliance with the rules of the exam based on video recordings, an electronic copy of the Act is sent to the applicant no later than the exam results are announced to the e-mail address specified by the applicant when applying to the FE MSU for admission.

2.9. Applicants are forbidden to copy, save, record, and distribute, in whole or in part, materials of the entry exam.

2.10. If these rules were violated through no fault of an applicant, the applicant must immediately inform the proctor about it in the chat of the proctoring system during the written part of the exam and the examiner conducting the oral part of the exam.

2.11. If the proctoring system report does not contain a video image of the applicant's proctoring session and the applicant did not inform the proctor or the Admissions Committee about the reasons for the interruption of the video image, then, depending on the duration of the interruption of the video image, it can be decided to cancel the work of the applicant and to assign the exam grade 'non-satisfactory'.

2.12. If an applicant has started taking the exam, but during the exam the examination session was interrupted through no fault of the applicant, the applicant can resume taking the exam within a short period of time.

2.13. If the time of the applicant's absence in the proctoring system exceeded the maximum time allowable, the applicant is not able to resume taking the exam, and:

2.13.1. at the time of disconnection from the system of the written part of the exam no more than 2/3 of the time allotted for passing the exam had passed,

2.13.1.1. The applicant must immediately notify the Admissions Committee by phone +7(495)939-32-98 or through the chat of the telegram channel, as well as to send a personally signed application addressed to the Chairman of the FE MSU Admissions Committee to the email address pk@econ.msu.ru, that includes the following information:

- Last name, First name, Middle name (if any)
- The reason for the examination session interruption
- Contacts for rapid communication.

2.13.1.2. The applicant must submit to the Admissions Committee documented evidence of the reason for the examination session interruption no later than 23.59 (Moscow time) of the working day following the day of the exam.

Based on the documents provided the Admissions Committee decides whether it is possible or not for the applicant to take the exam on a reserve day. The decision of the Admissions Committee on this matter is final and not subject to appeal.

2.13.1.3. In exceptional cases the Admissions Committee may decide to admit the applicant to the exam on a reserve day without supporting documents based on his/her application stating that he/she undertakes to provide these documents before the publication of the final rating of applicants. If such documents are not provided, the results of the exam taken on the reserve day are canceled.

2.13.2. at the time of disconnection from the system of the written part of the exam 2/3 of the time allotted for passing the exam or more had passed, Article 2.13.1 of these rules is not applicable, the examination committee checks the automatically saved work.

2.14. if the time of the applicant's absence in the video conferencing system exceeded the maximum time allowable, the applicant is not able to resume taking the exam, then:

2.14.1.1. The applicant must immediately notify the Admissions Committee by phone +7(495)939-32-98 or through the chat of the telegram channel, as well as to send a personally signed application addressed to the Chairman of the FE MSU Admissions Committee to the email address pk@econ.msu.ru, that includes the following information:

- Last name, First name, Middle name (if any)
- The reason for the examination session interruption
- Contacts for rapid communication.

2.14.1.2. The applicant must submit to the Admissions Committee documented evidence of the reason for the examination session interruption no later than 23.59 (Moscow time) of the working day following the day of the exam.

Based on the documents provided the Admissions Committee decides whether it is possible or not for the applicant to take the exam on a reserve day. The decision of the Admissions Committee on this matter is final and not subject to appeal.

3. Conduct of the entry exam with the use of DT

3.1. When the entry exam is conducted with the use of DT, an applicant must participate in a consultation that is conducted in accordance with the schedule posted on the website of the Faculty of Economics, MSU on the Internet.

3.2. Before the start of the written part of the exam an applicant is obliged:

- to examine the instruction for applicants posted on the website of the Admissions Committee at <https://www.econ.msu.ru/brief/>
- to pass an equipment check at the website <https://proctored.ru>

3.3. On the day of the consultation, the Admissions Committee sends the applicant his/her username, password, and a link to access the moodle system to take the written part of the exam to the email address specified by the applicant when applying to FE MSU for admission.

3.4. If the relevant information is not received within the specified period or it is impossible to log in to the system, the applicant must report to the Admissions Committee by phone +7(495)939-32-98 or through the chat of the telegram channel and/or to the email address pk@econ.msu.ru that he/she has not received the username, password, and the link to access the moodle system for taking the written part of the exam and provide the following information:

- Last name, First name, Middle name (if any)
- Contacts for rapid communication.

3.5. After applicants receive usernames and passwords, access to the system will be opened. In the system, the applicant must sign the Consent to personal data processing and video recording, and only after signing the Consent, the applicant will be able to proceed to a trial test to identify and solve possible connection issues and get acquainted with the testing system. The trial test includes equipment check, preliminary identification of the applicant, and self-acquaintance with the testing system. In case during the trial test there appear issues that cannot be eliminated after studying the instruction, the applicant must contact the technical support of the FE MSU Admissions Committee by phone +7 (495) 939-32-98 or in the chat on the telegram channel (the link to the chat is sent together with username and password).

3.6. Before the start of the exam an applicant must have at the workplace:

- an identity document (a passport or another substituting document in accordance with the legislation of the Russian Federation),
- a scanned copy of this document in ***.jpeg format (file size should not exceed 5 Mb)**,
- at least 10 sheets of paper and a writing pen,
- a calculator, if it is required by the exam,
- the username and the password to log in to the examination system,
- the contacts of the Admissions Committee and the technical support +7 495 939-32-98, the telegram channel number.

3.7. To take the written part of the exam, the applicant logs into the moodle system 30 minutes before the start of the written part of the exam.

3.8. Before the start of the written part of the exam, the applicant uploads a motivation letter into the moodle system. Uploading a motivation letter is a prerequisite for taking the written part of the exam. If it is not possible to upload a motivation letter, the applicant informs the Admissions Committee about this in accordance with Article 2.2.

3.9. At the beginning of the written part of the exam (according to the Moscow time indicated in the schedule), the exam assignments will be opened for applicants. Applicants are required to immediately undergo an equipment check and identification and proceed with the assignments.

3.10. If during the written part of the exam the applicant has questions, he/she can contact the proctor through the chat built into the examination system.

3.11. After the time allotted for the written part of the exam runs out, the answers to the assignments will be automatically saved and sent for verification.

3.12. The applicant can complete the written part of the exam without waiting till the allotted time runs out. To do this, the applicant must click on the 'Complete attempt' button, inform the proctor

in the chat about the intention to complete the exam. After receiving confirmation from the proctor, the applicant can end the proctoring session, which means the end of this part of the exam.

- 3.13. To take the oral part of the exam, the applicant 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 applicant with the examination committee) begins at the time (Moscow time) indicated in the email from the Admissions committee.
- 3.15. The applicant is obliged to present to the commission an identity document for his/her visual identification and proceed to answer the questions of the committee.
- 3.16. The oral part of the exam (interview) is conducted on the topics of the special part of the program of the entry exam for the program in International Business Management, as well as on the content of the motivation letter, which the applicant uploads to the moodle system before starting the written part of the exam.
- 3.17. The interview with an applicant is conducted within 15 minutes. After the time allotted for the oral part of the exam runs out, the applicant leaves the videoconference.
- 3.18. By connecting to the examination system an applicant confirms that he/she has examined these rules and has no health restrictions for completing the exam assignments.
 - 3.18.1. In case of ill-health an applicant does not connect to the examination system and must immediately notify the Admissions Committee by phone, in the chat of the telegram channel and/or by email, as well as provide the data specified in Article 3.5 of these rules.
 - 3.18.2. The applicant must submit to the Admissions Committee documentary evidence of the state of health that has not allowed him/her to participate in the exam (an official medical certificate of an established form) within the timeframes established by the FE MSU Admissions Committee. Based on the submitted documents, the Admissions Committee decides whether it is possible or not for the applicant to take the exam on a reserve day. The decision of the Admissions Committee on this matter is final and not subject to appeal.
- 3.19. In case of any issues not resolved in these temporary rules and other local acts of MSU and/or FE MSU related to the questions of entry examination (including with the use of DT), a written request should be sent to the FE MSU Admissions Committee.