Pursuant to Article 51 of the Statute of New University of 18 November 2020, the Management Board of New University adopted the following on 23 November 2020:

EXAMINATION RULES PROTOCOL AT NEW UNIVERSITY AND ITS MEMBER FACULTIES

I. Introduction

Article 1

(1) The purpose of this Protocol is to introduce uniform examination rules at New University and its member faculties in order to improve the organisation, conduct and supervision of examinations and reduce possible breaches of the examination rules.

(2) The Student and Study Affairs Office (hereinafter: the Office) and the course coordinator or, by agreement with the course coordinator, another member of the faculty's teaching staff (hereinafter: the examination invigilator) are responsible for implementing the examination rules in accordance with this Protocol.

(3) The examination rules apply from the time students enter the lecture room in which the examination is to take place until the examination invigilator leaves the lecture room in which the examination was held.

(4) The examination rules shall apply mutatis mutandis where an examination is conducted by means of modern information and communication technologies.

II. Organisation and Supervision of Written Examinations

Article 2

(1) The Office shall ensure the appropriate organisation of the examination. As a rule, the Office shall organise examinations so that no more than 45 students sit an examination in a single lecture room.

(2) The examination invigilator is responsible for conducting the examination and shall ensure proper supervision of the written examination.

III. Seating Arrangements

Article 3

(1) During an examination, students shall comply with the seating arrangements prescribed by this Protocol.

(2) In the examination room, chairs shall as a rule be arranged in three to no more than four columns, with no more than four chairs placed side by side within a column. Students shall sit one behind another in a column, leaving an empty chair on both their left and right. There must be sufficient space between columns for the examination invigilator to move without obstruction.

(3) Where the examination invigilator supervises different examinations at the same time, students shall be seated so that those taking the same examination sit one behind another in a column, with an empty seat on each side.

(4) The Office shall be responsible for preparing the lecture room in advance in accordance with this Protocol.

IV. Preparation of Students for the Examination

Article 4

(1) Before the examination begins, the examination invigilator shall introduce themselves to the students and state which examinations they are supervising.

(2) Before the examination begins, the examination invigilator shall instruct students to place all personal belongings (bags, telecommunications devices, jackets, study materials and similar items) along the edge of the lecture room.

(3) Students may not leave the lecture room during the examination without the examination invigilator's consent (including to use the toilet), unless they have finished the examination. The invigilator may permit a temporary departure only in exceptional cases and where it is possible to ensure that the student will not converse or communicate with others while outside the lecture room.

(4) The examination invigilator shall inform students that they may keep only a writing instrument and an identity document with them during the examination, except where the course coordinator has previously authorised additional materials, such as codes of law, a calculator, formula sheets or similar aids. If the examination invigilator is not the course coordinator, they shall be informed of this in advance and act in accordance with the instructions.

(5) Students must write their examination answers legibly. Unclear and illegible answers on the examination paper shall not be taken into account and shall receive zero (0) points.

(6) Before the examination begins, the invigilator shall expressly remind students of the rules governing departure from the room and breaches of the examination rules.

V. Identification of Students, Recording Attendance and Distribution of Examination Papers

Article 5

(1) Before the examination begins, the examination invigilator shall verify each student's identity and attendance against the list of students registered for the examination, prepared by the Office and normally provided to the invigilator on the examination day together with the examination documentation. The Office shall ensure that the invigilator receives a sufficient number of examination papers containing the examination questions.

(2) The examination invigilator shall record each student's attendance on the list. After the examination, the invigilator shall attach the signed list to the completed examination papers and forward everything to the Office, which shall forward the documentation to the course coordinator, except where the invigilator is also the course coordinator and takes all documentation away after the examination.

(3) As a rule, a student who does not have an identity document (student card, identity card or another photographic document enabling the examination invigilator to verify their identity) shall not be permitted to sit the examination.

(4) Students who are not on the list of those registered for the examination may not sit the examination, except where they believe that an error was made when preparing the list and that they are entitled to sit the examination. In such a case, they shall be allowed to take the examination but shall be informed that their entitlement will be verified afterwards.

(5) The examination invigilator shall prepare the number of examination papers according to the number of students seated in each column. The prepared papers shall be placed at the front of each column, face down.

(6) Once all examination papers have been distributed, the examination invigilator shall instruct students in the front row to keep one paper on their desk and pass the remaining papers to students seated behind them in the column. When the last student has received an examination paper, the invigilator shall announce that students may begin writing. The time allocated for the examination shall start running from that moment.

(7) As a rule, it shall no longer be possible to enter the examination once it has started.

VI. Breaches of Examination Rules

Article 6

(1) The examination invigilator is responsible for ensuring proper supervision of the written examination and for ensuring that it is conducted in accordance with this Protocol. Throughout the examination, the invigilator shall monitor the students in the lecture room, paying particular attention to possible breaches of examination rules.

(2) A serious breach of examination rules occurs where any of the following is established:

– cheating or communicating with other students, including an attempted act of cheating or communication;

– possession or use of notebooks, books, transparencies or other aids, unless the course coordinator has determined otherwise;

– possession or use of mobile telephones or other telecommunications devices;

– another person taking the examination in place of the registered student.

(3) A minor breach of examination rules occurs where a student disrupts the conduct of the examination.

VII. Recording Breaches

Article 7

(1) If a student fails to comply with the examination invigilator's instructions before the examination starts, the invigilator shall warn the student. If the student continues to disregard the instructions despite the warning, the invigilator may order the student to leave the lecture room. If the student refuses to leave, the invigilator may treat the student as having breached the examination rules and proceed in accordance with the Regulations on the Disciplinary Liability of Students of New University.

(2) If the examination invigilator identifies a breach of examination rules during the examination, the invigilator shall immediately prohibit the student from continuing the examination. On the basis of the established breach, the invigilator shall complete and sign a breach report form. Further proceedings shall be conducted in accordance with the Regulations on the Disciplinary Liability of Students of New University.

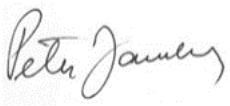
VIII. Submission of Examination Papers

Article 8

(1) When a student has completed the examination, the student shall submit the signed examination paper to the examination invigilator and leave the lecture room.

(2) If the student's departure from the lecture room would disrupt the examination, the invigilator may require the student who has completed the examination to remain seated until the allotted examination time has expired.

(3) The student must submit the signed examination paper even if the student has not answered the questions posed.



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