

The University of Zagreb
Faculty of Veterinary Medicine

RULES FOR ON-LINE ORAL EXAMINATIONS

For oral examination held on-line, the same rules apply as for examinations held directly at the Veterinary Faculty of the University of Zagreb, which means that they are regulated by the Regulations on integrated Under-graduate and Graduate Studies (Articles 49 to 64) and the Regulations on the Disciplinary Responsibility of Students at the Veterinary Faculty (Article 3, paragraph (2), points 5, 5, 7, 8, 10 and 16). During on-line oral examinations, the following must be kept in mind:

1. At the beginning of the examination it is necessary to establish a video link and check the function of the camera and microphone (sound). It is recommended that students provide telephone numbers at which they may be contacted in case of any technical difficulties during the examination and any interruption.
2. Examinations may be held with one student or several students at the same time.
3. Before the beginning of the examination, the student must display their student record book or student identity card, or some other document with a visible photograph, in order to establish their identity.
4. Before the beginning of the examination, using the camera, the student must demonstrate that they are alone in the room for the duration of the examination, and that they do not have any literature with them or any other prohibited aids during the exam. The examiner may ask for verification of the room at any time during the exam itself.
5. Students are strictly forbidden to record the examination in any way. If it is established that a student has recorded the examination or any parts of it, and distributed the recordings to other persons, or has published or distributed them on social networks, disciplinary proceedings will be instituted against the student through the Student Disciplinary Committee. Recording the exam and distribution of the recording shall be deemed to be a serious violation of the student's duty, for which, amongst other things, the disciplinary measure of exclusion (suspension) from the Faculty may be imposed.
6. If it is established that by recording the examination and distributing the recording, the student has caused serious harm to the Veterinary Faculty, the teacher or another students, the disciplinary measure of permanent exclusion (expulsion) may

be imposed, for the most serious violations of duty, in the situation where the student was aware that this act is prescribed as a serious violation for which a disciplinary measure may be imposed, but they nevertheless agreed to the act and the consequences of that act. The disciplinary measure of permanent exclusion from the Faculty is undertaken by registration in the student's document (student record book).

7. Recording the examination is only permitted by the teacher (examiner) who, in that case, is obliged to inform the student at the beginning of the examination that it will be recorded. Teachers are permitted to record examinations exclusively for the purpose of recording evidence in case the student complains about the examination procedure or the grade they receive for the examination.
8. The examiner must keep their own notes about the examination (the questions they ask the student and the points the student obtains).
9. At the end of the examination, the examiner is obliged to inform the student whether they have passed the exam and the grade they have been awarded. The student must confirm orally that they accept the grade awarded. The teacher must record the grade in their own notes and send it by e-mail to the student, and the student must write the grade in their own list of on-line examinations (draft enclosed).
10. If, due to technical problems, the examination is interrupted and cannot be continued, or the examiner assesses that the problems affect the objectivity of the results of the examination, or the examiner establishes that the student is using prohibited aids, the examiner shall interrupt the exam and inform the Office for Integrated Studies about the interruption of the exam and the reason for it, by e-mail, and the Office shall schedule a new time and date for the exam.
11. At the end of the examinations, the head of subject shall organize the regular registration of grades in ISVU, and a printed record of the exams held and registration forms shall be sent to the Office for Integrated Studies following the normalization of the epidemiological situation. Further, registration of grades in student record books shall take place once the epidemiological situation has returned to normal.