

Examination regulations

Infringement of the Examination Regulations is regarded very seriously. Please read the following instructions carefully and make sure you understand them.

Identification

Students must display current, clearly identifiable photo identification in every examination they attend. Acceptable forms include:

- passport,
- international drivers licence.

The ID document must be scanned and uploaded to the BME *e-admission* site prior to starting the tests. In lack of uploaded and identifiable ID document, the applicant cannot start the exam.

The applicant understands that BME may use audio and/or video recording system for identity authentication purposes, as well as for controlling unauthorized activities during the exam.

What you may take with you

Only the items below may be taken with you during the exam:

- ID document (refer to section *Identification*)
- pens, pencils, rubbers, 4 empty sheets of paper
- a bottle of water
- electronic calculator (refer to section *Use of electronic devices*)
- a laptop or tablet or desktop computer on which the applicant can log in to the e-admission web site and complete the electronic tests (refer to section *Use of electronic devices*)

The following items are strictly prohibited

- any course materials (e.g. course books, notes, teaching materials)
- any background materials
- electronic devices other than listed in the above list
- smart devices

Use of electronic devices

Regarding electronic devices, the following rules apply:

- Use of calculators is permitted. The calculator must be self-powered, without data storage facilities, noiseless and handheld. It is your responsibility to provide a suitable calculator and to have it checked prior to reporting for the exam/test should the examiner require it. No other supplementary material or equipment relating to the use or operation of the calculator, other than spare batteries is permitted.

- You are not permitted to have a cell phone or any other electronic communication device on your person or in adjoining areas (e.g. toilets) during the period of the examination. Cell phones must be switched off with the alarm disabled.
- Due to any likely disaster event, cell phones, keys and/or wallets may be taken to your desk but must be contained in a named, clear plastic Ziploc bag. This is to be placed under your chair and must remain there for the duration of the exam session.
- If you are required to be contactable during the exam, report the situation to the *Technical Assistance* prior to the exam and request for special permission.
- Electronic communication devices (including but not limited to: smart devices, laptops, iPads/tablets, iPods, mp3 players, etc) other than the one used for the electronic test are not permitted during the exam.
- Internet surfing, use of electronic materials are not permitted during the exam. During the exam, visit only the web page of the electronic test.
- If an applicant is found to have an electronic communication or storage device on their person or found to violate any of the above rules during an examination, the applicant shall be liable to interrupt the exam. The matter of the attempt will be referred to the Proctor of BME.

Cheating

This is considered an extremely serious offence which may lead to immediate termination of the exam and expulsion from the admission procedure.

Do not:

- look at other applicants' answers.
- talk or communicate in any way with other applicants.
- use unauthorized materials, including but not limited to both hard copy and electronic materials, web based materials, etc.
- use unauthorized devices.
- substitute for any other applicant in completing the exam.
- let yourself be substituted by anyone in completing the exam.
- provide assistance to anyone else on completing the test.
- use web sites other than the e-admission web site.

The applicant understands that BME may use audio and/or video recording system for identity authentication purposes, as well as for controlling unauthorized activities during the exam.

If an applicant is found to violate any of the rules of this regulation, the matter of the violation or violation attempt will be referred to the Proctor of BME.

Violation of the *Examination Regulations* may result in termination of the exam and expulsion from the admission procedure.

Violation of Examination Regulations

The applicant shall understand that violation of the *Examination Regulations* – especially, but not exclusively: unauthorized activities during exam, unauthorized assistance, disordering the *e-admission* system, etc. – will result in termination of the exam and expulsion from the admission procedure. The applicant shall also undertake all further consequences of such event.

If an applicant is found to violate any of the rules of this regulation, the matter of the violation or violation attempt will be referred to the Proctor of BME. Proctor of BME will investigate the case and decide the type of resolution, in line with the BME Code of studies and exams and BME Code of admission and transfer procedures.

Students with disabilities

Students with disabilities please contact the *Technical Assistance* for further instructions.

Policy for the data management

Policy for data management is in line with data management policy of BME and with the corresponding Hungarian national and local regulations; for details please refer to the data management policy.

The applicant shall understand that during the admission procedure BME is collecting data required for the admission evaluation, including but not limited to:

- BME collects data for identity authentication (photo, copy of ID document).
- BME may use audio and/or video recording system for identity authentication purposes, as well as for controlling unauthorized activities during the exam.
- BME collects results of the tests and required uploaded documents.
- BME records the tests of the applicants.
- BME records log of the activities on the *e-admission* system.

The collected data and information are handled as per the corresponding BME policy and Hungarian national and local regulations. Any personal data that are not needed for the admission procedure will be deleted.

BME will not share, transfer or forward the collected data to third party, except for the data required for the final evaluation of the admission procedure (final admission result, evaluation of pre-requisites, etc. that are shared with the scholarship provider). In case of violation of the examination regulations, data for the investigation of the circumstances are collected and shared with the Proctor of BME.