

MEMORANDUM

To: City University/Vysoká škola manažmentu Trenčín
Fr: Alena Bušíková, Associate Dean
Re: **Proctor Approval Procedure - Addendum**
Da: September 19, 2008

As the number of students asking for proctored exams increases significantly in the recent time, hereby we summarize and clarify the proctor approval procedure. **Effective September 1, 2007, there will be no exceptions and the requests not fulfilling the below mentioned requirements will be rejected.**

Besides the students studying from abroad, proctor is to assist also to those students who are taking exams at different locations than the registering site in Slovakia. This applies especially to those students whose job duties do not allow them to travel there. It is student's responsibility to find a proctor. **Proctor can be only a university instructor or official proctor's center's employee. Students studying from abroad can use help of librarian working in public or university library.** He/she will communicate with your instructor, and will be responsible for proctoring the exam. Proctor's duty is to communicate with the instructor prior the exam and also to send your exams back to instructor in the given time via email or fax. The complete proctoring rules can be found here: <http://www.vsm.sk/sk/sluzby-studentom/na-stiahnutie/>

As of the Fall 2008 term, the university applies a change in the proctoring policies - the students residing in Slovakia cannot have an external proctor anymore, all students residing in Slovakia must take their tests either: 1. with their instructor on the official date announced in their syllabus, or 2. with the official CU/VSM proctor (Martina Krocita for Trencin and Valeria Medarova for Bratislava) in case number 1 possibility does not work for the students AND ONLY IF IT IS APPROVED BY THE INSTRUCTOR

WHAT TO DO AFTER YOU FIND A PROCTOR

- Fill out the official Proctor Form: <http://www.vsm.sk/sk/sluzby-studentom/na-stiahnutie/>
Please, type so the information is legible.
- Give the form to proctor to sign it.
- Enclose your proctor's business card.
- Enclose confirmation from his employer. It should confirm that your proctor is really employed at the organization and state proctor's job position as well.
- Official email account - While the proctor will communicate with your instructor via email only, it is necessary for security reason that he/she uses an official email account (e.g. xxx@city.edu). No public email accounts such as yahoo or hotmail are allowed to use for proctoring purposes.

- Send the form and enclosed documents for approval to the Associate Dean responsible for the site from which you are taking the course.
 - **The proctor form must be approved by the end of the 3rd week of the term. No proctor forms will be approved after this time.**
 - **Students will be informed about disapproval of proctor forms by email.**
- Please read following if you plan to study from abroad.

WHAT YOU HAVE TO KNOW BEFORE YOU DECIDE TO STUDY FROM ABROAD? Answer these questions first.

- How many terms do you plan to take DL from other country?
- How many subjects will you possibly take?
- How are you going to pick your textbooks?
- How are you going to manage your exams? Do you plan to write both term exams at the end of the term here in Slovakia or are you going to write your exams form abroad?

WHAT IS ACADEMIC PETITION?

Petition has got an official form, which is filled out by a student and subsequently the Dean of European Programs approves it.
ACADEMIC PETITION MUST BE APPROVED BEFORE THE TERM STARTS.

WHAT TO STATE IN THE PETITON?

The easiest way how to do it is to explain your current situation and what you plan to do.

Simply keep in mind to answer following questions:

- What are the reasons to take this form of study?
- How many trimesters do you plan to take DL from other country?
- How many subjects will you possibly take?
- How are you going to pick your textbooks?
- How are you going to manage your exams? Do you plan to write both term exams at the end of the trimester here in Slovakia or are you going to write your exams form abroad?

WHO NEEDS THE PETITON?

It is necessary for everybody who plan to study from abroad and who is not able to come to write midterm and final exams in regular time set by the instructor. It is good solution for everyone who is not willing to interrupt studies for a term or two.

Students have two possibilities how to manage their exams from abroad. First, they can write both examinations together at the end of the trimester here in Slovakia; however this has to be approved by the instructor. Second possibility is to write exam in regular time from abroad; however, under the proctor's administration.