

**Guidelines No. 1/2024, issued by the Office for Studies of the Masaryk University Rector's Office**

**Oral Examination under Section 16(2) of the Masaryk University  
Study and Examination Regulations**

*(in the version effective from 1 October 2024)*

These Guidelines regulate the course of an oral examination under Section 16(2) of the Masaryk University Study and Examination Regulations and the methods of its subsequent verification.

**Section 1 General Provisions**

1. If it is not possible to ensure the simultaneous presence of at least two examined students in an oral examination held in the presence of a single examiner, the examiner shall arrange for the presence of a third person from among MU employees or, with the consent of the examined student, shall arrange for another suitable way of verifying the course of the oral examination.
2. Subsequent verification of the course of an oral examination in another suitable way is possible by making an audio recording of the examination on a medium of the examiner or by making a written record of the examination by the examiner. Another method of subsequent verification of an oral examination may be decided by the dean.
3. Personal data in the form of audio or written recordings are processed for the purpose of subsequent verification of an oral examination and to ensure social safety of the examiners and the examined students.
4. When registering for an examination, students can consult the Information on MU Processing and Protection of Personal Data – Subsequent verification of an oral examination (hereinafter referred to as the “Information”). The Information will be accessible via a link on the web page where the registration to an examination for a certain course is made.

**Section 2 Making an Audio Recording**

1. The examiner shall make an audio recording of the oral examination using their own media; the recording shall be uploaded to a secure repository in the Information System of MU (hereinafter referred to as “IS MU”) after the end of the oral examination, i.e. after the last student has been examined on the given date.
2. The recording shall start with the name of the student, their UIN and the name of the course for which the recording is made.

3. Students are not entitled to make an audio recording of the oral examination due to the personal data protection.
4. A link for uploading an audio file is available in the “Teacher’s Notebook” application of the IS MU.
5. The examiner shall upload the audio file. Before sending the file to the secure repository, the examiner checks the accuracy of the uploaded file.
6. Access rights to the secure repository have been granted to a group of authorized persons.
7. Authorized persons always include the vice-rector for education and quality, the director of the RMU Office for Studies, vice-deans for studies and heads of offices for studies.
8. The group’s administrator is the director of the RMU Office for Studies, who has the right to read all the uploaded files. The director of the RMU Office for Studies is entitled to add or remove authorized persons in this group for individual cases where the course of the oral examination has to be subsequently verified.
9. The examiner shall take every effort to provide an audio recording in a quality allowing for subsequent verification of the oral examination. The quality of the audio recording shall not be examined before the uploading of the file to the secure repository.
10. The automatic expiration of a saved audio file is set in the IS MU to 180 days after the file is uploaded.

### **Section 3 Confidentiality Obligation of the Examiner**

1. The examiner is obliged not to allow unauthorized persons to get access to personal data in the form of an audio recording.
2. The examiner must not transfer or disclose the personal data present in the audio recording to third parties.
3. The examiner is obliged to maintain confidentiality of the personal data present in the audio recording.
4. The examiner is obliged to delete the audio recording from their media immediately after the recording has been uploaded to the secure repository in the IS MU.

### **Section 4 Making a Written Record**

1. The examiner shall make a written record of the oral examination.
2. A written record made in paper form shall include the name, surname, and address of the student being examined and of the examiner, the name of the course and a verbal description of the oral examination, the date and signature of the student and the examiner.
3. In case the student refuses to sign the written record for any reason, the examiner shall enter the assessment into the IS MU.
4. In the written record, the examiner shall state the reason for the student’s refusal to sign the record.
5. Promptly after the end of the oral examination, i.e. after the last student has been examined on the given date, the examiner shall make a scan of the written record and upload the file to the IS MU via the “Teacher’s Notebook” application. Before uploading the file to the secure repository, the examiner checks the accuracy of the uploaded file.
6. The automatic expiration of a saved written record is set in the IS MU to 180 days after the file is uploaded.

### **Section 5 Review of Subsequent Verifiability of an Oral Examination**

In case an audio file uploaded to the secure repository in the IS MU fails to possess the quality ensuring subsequent verifiability of the oral examination or in case the student refuses to sign the written record and the course of the oral examination is contested by a request for a review of the assessment or an appeal, such situations shall be resolved by a competent body, which is the dean or the Rector, ad hoc.

## Section 6 Common Provisions

These Guidelines shall enter into effect on 1 October 2024.

Brno, 1 October 2024

Michal Bulant

Vice-rector for Education and Quality

Appendices:

1. Information on MU Processing and Protection of Personal Data – Subsequent verification of an oral examination
2. Written record of an oral examination

Appendix No. 1

# INFORMATION ON MU PROCESSING AND PROTECTION OF PERSONAL DATA SUBSEQUENT VERIFICATION OF AN ORAL EXAMINATION

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Masaryk University (MU) informs data subjects – employees and students – about the circumstances of processing their personal data, i.e. audio recordings, for subsequent verification of an oral examination under Section 16(2) of the Masaryk University Study and Examination Regulations.

### **Personal data controller**

The personal data controller, i.e. the person that determines the purpose and means of personal data processing, that processes the data and bears liability for the process is:

Masaryk University, Žerotínovo nám. 617/9, 601 77 Brno,  
company identification No.: 00216224, tax ID No.: CZ00216224,  
data box ID: 9tmj9e4.

Information on MU Processing and Protection of Personal Data is available at <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.

### **Data protection officer**

The Masaryk University data protection officer is Iva Zlatušková, email address [poverenec@muni.cz](mailto:poverenec@muni.cz), telephone numbers +420 549 491 030, +420 603 289 580.

You can get in touch with the data protection officer in case you have any questions or requests concerning the processing and protection of personal data within the framework of exercising your rights.

### **Personal data processing policy**

Personal data in the form of audio recordings of oral examinations where the presence of a third person could not be arranged, are processed by MU only in the extent necessary to ensure subsequent verifiability of an oral examination.

The audio recordings are stored in the MU Information System with monitored access, they are protected by access rights and safeguarded to the maximum extent possible in accordance with the data controller's standards and applicable legal regulations.

The data controller adheres to all the principles of personal data processing under the GDPR. Rules and principles of personal data processing at MU are governed by [MU Directive No. 1/2018 – Personal Data Processing and Protection](#).

### **Purpose of personal data processing**

Personal data in the form of audio recordings are processed by MU for the purpose

- of subsequent verification of an oral examination under Section 16(2) of the Masaryk University Study and Examination Regulations and
- to ensure social safety of the examiners and the examined students.

### **Categories of persons whose personal data are processed**

The personal data of MU employees and students are processed in the audio recordings.

### **Categories of personal data processed**

Masaryk University processes personal data in the form of audio recordings of oral examinations where the presence of a third person could not be arranged to ensure subsequent verifiability of an oral examination.

### **Legal grounds for personal data processing**

The legal grounds for the processing of personal data is the legitimate interest of MU, its students and staff under Article 6(1)(f) of the GDPR.

### **Transfer of personal data**

The personal data processed are not transferred to third parties, to other countries nor to international organizations.

### **Retention period for personal data**

MU shall process the personal data for the period necessary to fulfil the legitimate interest, i.e. for 180 days from the date of uploading the audio file to the IS MU secure repository. After the lapse of this period, the audio recordings shall be irretrievably deleted from the IS MU.

### **Rights of data subjects**

In accordance with the GDPR, the data subject has the right to:

- claim access to their personal data,
- request their rectification or erasure under the prerequisites of Article 17(1)(c) GDPR
- request their rectification or erasure under the prerequisites of Article 18(1)(c) GDPR
- object to the processing of personal data concerning them.

### **Exercise of data subject's rights**

The data subject is entitled to exercise their rights ensuing from the GDPR against the data controller by:

- a written request with a certified signature or pursuant to a certified power of attorney, sent to the address: Masaryk University, Data Protection Officer, Žerotínovo nám. 9, 601 77 Brno, or
- sending the request to the Masaryk University data box: 9tmj9e4, or
- sending the request as an email message with a qualified electronic signature to the address: poverenec@muni.cz or
- sending the request as an email message from an institutional email address of MU to the address: poverenec@muni.cz or

Information about exercising the data subjects' rights is available on the Official Notice Board at: <https://www.muni.cz/o-univerzite/uredni-deska/uplatneni-prav-subjektu-udaju>.

### **Right to lodge a complaint at the supervisory authority**

The data subject has the right to lodge a request, complaint or motion regarding the processing of personal data at the supervisory authority:

Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7,  
data box ID: qkbaa2n,  
telephone No.: +420 234 665 111, website: [www.uoou.cz](http://www.uoou.cz), email address: [posta@uoou.cz](mailto:posta@uoou.cz).

Appendix No. 2

# WRITTEN RECORD OF AN ORAL EXAMINATION

UIN, first name and surname of the examined student:

UIN, first name and surname of the examiner:

Course name:

Description of the oral examination:

Assessment:

Date:

Examiner's signature:

Student's signature: