

Student Identity Verification Policy

1. Scope

The policy applies to all credit-bearing courses, activities and programs offered via the distance education format by Central European University (CEU). The purpose of this policy is to ensure compliance with the standards of the United States Higher Education Opportunity Act (HEOA) concerning student identity verification in distance education. In line with the requirements established by HEOA, CEU ensures that individuals completing credit-bearing coursework and other activities at CEU are the same students who have enrolled at CEU and registered for the respective programs and courses.

2. Practices and technologies

CEU primarily relies on two methods of student identity verification to ensure compliance with the provisions of the HEOA: unique secure user IDs and visual identification. CEU does not prohibit the use of online proctored exams but instructors are encouraged to seek alternative assessment methods for distance education.

2.1 – Individual secure login and password

Upon enrollment at CEU, students are issued a unique user ID, which is used to interact with CEU's digital services. Students must set a secure password for their account, which must be updated at least once a year in accordance with the CEU's password policy. Students are responsible for keeping their password secure. Students may not share their account or access credentials with others inside or outside CEU. If a student becomes aware that their access credentials have been compromised, it is the student's responsibility to immediately inform the CEU IT Department.

The unique ID and password are used to access digital services at CEU, including the learning management system Moodle, the Virtual Private Network (VPN) service, the Student Information System (SITS), the CEU email, and other services available to students via Microsoft Office 365. All digital services must be used in accordance with CEU's Guidelines for the Use of Network and Computing Resources at Central European University Computer and Network Usage Policy. Some digital platforms, such as Zoom, do not currently use the CEU ID. For such platforms, another form of identity verification is required, such as visual identification.

The student interactions with the platforms used in distance education at CEU, including but not limited to, logging in, registering to courses, submitting written assignments, downloading course material, posting in course discussion forums, joining synchronous online classes, or accessing library resources and other services through a VPN are traceable to the unique student IDs.

2.2 – Visual identification

Following admission, students are required to provide a photograph of themselves to the Dean of Students Office. The photograph is printed on the CEU ID card issued to CEU students. During synchronous online classes, these photographs may be used to visually identify the students present as part of attendance monitoring.

2.3 – Online proctored exams

During online proctored exams, it is the responsibility of the proctor, whether it is the instructor or a teaching assistant, to ensure identity verification. Student identity is verified visually and through the use of a platform that requires secure login with credentials available only to students enrolled in the course. These platforms may be dedicated online proctoring solutions or other software capable of secure video calls.

3. Responsibilities

3.1 – Student responsibilities

Students are responsible for taking all reasonable precautions to ensure the security of their CEU student accounts. Students are responsible for providing complete and truthful information about themselves during the identity verification process. Refusal to co-operate with the identity verification process or providing purposefully misleading information will result in sanctions in accordance with CEU's Code of Ethics. Students are responsible for familiarizing themselves with course syllabi and departmental policies related to distance education. Students are responsible for being aware of CEU's policies on the use of digital and IT resources, as well as policies on academic honesty and conduct.

3.2 – Course instructor responsibilities

Course instructors are responsible for verifying that students participating in course activities are on the course roster available through the Student Information System. Instructors are responsible for recording attendance during synchronous online classes. Course instructors are responsible for ensuring their courses offered through the distance education format are in compliance with University-wide and departmental policies on student identity verification.

3.3 – Academic department responsibilities

Academic departments are responsible for the consistent application of student identity verification procedures in all their programs and courses offered through the distance education format. Academic departments are responsible for ensuring that only software and online platforms consistent with CEU's student identity verification procedures and Data Protection Policy are used in all their programs and courses offered through the distance education format.

3.4 – Office of the Academic Secretary

The Office of the Academic Secretary is responsible for overseeing the consistent application of student identity verification processes across CEU. New technologies or procedures that have implications for student identity verification may only be introduced by academic departments with the approval of Office of the Academic Secretary in consultation with the CEU's Data Protection Officer and the IT Department.

4. Enforcement

Failure to comply with CEU's Student Identity Verification Policy may be sanctioned in accordance with CEU's Code of Ethics and CEU's Policy on Plagiarism.

Appendix

In order to comply with GDPR requirements, CEU will be displaying the below message to students in SITS once the policy becomes effective:

We would like to inform you that until the end of academic year 2020/2021 or until CEU is offering online instruction due to Covid19 pandemic, faculty members (instructor, professor, , together: academic staff), teaching assistants and academic coordinators will use the photo uploaded by you to SITS for identification purposes, so to verify the identity of the students during synchronous online classes when the attendance is recorded. Academic staff only need access to the photos of students registered to their courses exclusively and for the duration of the courses.

No explicit consent is required from students in order to use their photos for identity verification. Informing them through SITS of this new use of their photographs is sufficient and ensures compliance with GDPR.

Signed by *CEU President and Rector Michael Ignatieff.*

The original document is filed at the Office of the Academic Secretary.

Document information	
Type	Policy
Number	P-2103-1
Title	Student Identity Verification Policy
Related documents	
Approved by	Senate
Date of approval	March 11, 2021
Enters force	
Distribution	Internal
Filename	P-2103-1 Student Identity Verification Policy