

**Distance learning directives for
application of certain provisions of the CoS**

The University Study Committee issued Decree X./10./2015-2016 on the study and examination regulations. Pursuant to the authorization contained in Section 3, Paragraph (7) (a) of Senate Decree No. X./10./2015-2016 (hereinafter CoS), the University Study Committee issues the following directives for the sake of the coordinated, uniform application of provisions of CoS:

I. Review of corrected and graded written assessments

The opportunity of review pursuant to Section 127 (6) - (9) of the CoS must also be ensured for written assessments carried out through information systems. It is in the common interest of all persons involved in the knowledge transfer and evaluation process (teachers and students) that the student learns about the corrections – including the correct answers – and evaluation of assessments of achievements, and may complain against the evaluation if it contains an error. This right may not be restricted during distance learning.

II. Identification during midterm assessments of achievements

According to point 6 of the Coordination Committee's measures of 22 March 2020, the instructor must act with due care and thoroughness in the assessment of identity in the academic performance assessments, adapting to the possibilities provided by the information systems in the distance learning work order. Due diligence and thoroughness should not lead to undue exaggeration, it should be limited to the necessary level. Accordingly, in the identification during assessments of achievements

- a) it shall be presumed that the student who is entitled to and who is required to perform the assessment has logged into the information system; the instructor is obliged to prove otherwise;
- b) the student may be obliged to show a portrait (maintain a video connection) only at an oral performance evaluation, but the student shall be informed about this in advance; the student may indicate that he or she is unable to meet this condition, in which case another procedure that does not require visual identification should be offered for performance evaluation;

- c) the student may not be asked to present a pictorial image other than a portrait (e.g. a picture of his/her surroundings);
- d) the student may not be obliged to provide his or her exact location;
- e) identity document may not be recorded;
- f) the operational features and problems of the information system (e.g. intermittent signal transmission) cannot be assessed to the detriment of the student.

III. Recording of study activities by means of image or sound recording

A study activity (lecture, seminar, laboratory practice, consultation, assessment of achievement, oral or written exam, complex examination) cannot be recorded by means of image, sound or joint image and sound recording. The prohibition to record the image or sound of the study activity does not preclude the instructor from making a recording of his / her own lecture and seminar and making it accessible to the students.

IV. Announcement of exam and complex examination occasions

Provided for in Section 117 (3) of the CoS, the Study Committee of the Faculty (SCF) may grant an exemption from the obligation of point 13/b of the Coordination Committee's measures of 16 March 2020 to announce the examination and complex examination occasions; this right is not limited.

V. Final exam period and completion of the semester (academic year)

1. Unless otherwise provided by law or by the Coordination Committee, the academic year shall be completed in accordance with the Rector's Order No. 4/2018 (XII. 18.) on the schedule of the 2019/2020 academic year, considering the provisions of point 13 of the measures of the Coordination Committee dated 16 March 2020.
2. As per Article 3 (2) of the Government Decree 101/2020. and Section I, point 2 of the measures of the Coordination Committee dated 11 March 2020,
 - a) in particularly justified cases, certain study activities that cannot be carried out without the student's personal presence (for example: surveying field course, pedagogical practice) may be organized until 31 August 2020 if the provision on curfew is repealed by the Government;
 - b) in particularly justified cases (accident, illness, childbirth or other cause beyond self-fault) final exam – contrary to the Rector's Order on the schedule of the academic year – can also be organized within 24 to 28 August 2020.

VI. Conducting final exams

1. Pursuant to the provision contained in Section 13 (3) of the Government Decree 101/2020., the final examination committee is considered to be duly constituted and does not lead to the invalidity of the final examination if the final examination committee consists of a chairperson and one further member. One of the chairperson and members shall be at least an associate professor or professor.
2. During the state of emergency, the final examination should be conducted primarily in distance work order, using information system. Exceptionally, on the basis of a student voluntary request, the faculty supervising the course – still complying the epidemiological measures and the regulations for the protection of human life and health – may also organize final exam with the personal presence of a student if the technical conditions cannot be provided for the online exam.
3. During the final exam arranged in distance work order, the participants maintain a continuous audio and video connection. If the connection is lost, the final exam must be suspended and can only be resumed after the connection has been re-established.
4. During final exam arranged in distance work order, the final exam report with an electronic signature or digital authentication¹ shall be prepared by the chairperson or secretary of the final exam committee and sent to the Central Academic Office within the deadline specified in CoS. During final exam arranged with the personal presence of the student, final exam report must be certified as prescribed in CoS.
5. In accordance with the provisions of Section 118 (2) of the CoS, preparation time in the oral part of the final exam can be neglected in line with the type of the exam.

VII. Internship issues

In connection with fulfilment of the internship requirement to be fulfilled during the instruction period of or the summer period following the Spring Semester of the academic year 2019/2020, the competent educational organizational unit organizes the internship in the usual way and provides assistance to the concerned student. In the state of emergency and in connection with it

- a) if the student began the internship in the spring semester or thereafter but did not complete it for reasons not attributable to him / her, the internship shall be deemed to have been completed;
- b) otherwise, the student's work experience (previous work, other professional, practical experience) is acknowledged by the Credit Transfer Committee as a professional practice in accordance with the rules of credit recognition;

¹ <https://nizavdh.gov.hu/index>

- c) otherwise, if the Spring Semester of the academic year 2019/2020 is not the last semester during the student's studies, the competent educational organizational unit should provide the student with an internship opportunity at the university during the instruction period of the Fall Semester of the academic year 2020/2021;
- d) otherwise, the internship shall be deemed to have been completed.

VIII. Preferential course schedule

The permits for the preferential course schedule issued by the SCF, except for those issued on the basis of Section 130 (2) (e) of the CoS, cannot be applied during the state of emergency.

IX. Announcement of new subjects or courses

For the Spring Semester of the academic year 2019/2020, a new subject can be announced only in the form of a summer university, with an advance completion prior to and belonging to the Fall Semester. In this way, only optional subjects can be announced. An exception is that when the faculty offers a group of students a substitute subject instead of a spring-semester subject that is admitted by the students but cannot be completed due to the transition to distance education order. The substitute subject can be organized in the instruction period or in the form of a summer university and its completion belongs to the Spring Semester of the academic year 2019/2020. As a substitute subject, a compulsory or compulsory elective subject, and in justified cases a free elective subject may also be offered. The student is not obliged to take the substitute subject.

X. Subsequent registration or dropping of a subject

The possibility of subsequent registration and dropping of subjects and courses upon request ends on 19 April 2020, after which a subject, course may be registered or dropped only within special treatment based on equity.

XI. Special provisions for postgraduate specialist training programmes

The educational organization tasks of the postgraduate specialist training programmes, their schedule and the specific rules applicable in the state of emergency shall be determined by the faculty supervising the course in accordance with the provisions of these guidelines and subject to the provisions of Chapter 56 of the CoS.