

Organization of certain study activities
in the Fall Semester of the academic year 2020/21

The University Study Committee on the basis of the authorization provided by paragraph (7)(a) of Section 3 of the Senate Resolution Nr. X./10./2015-2016 [hereinafter: CoS], and on the basis paragraph (3) of Section IV of the Action Plan of the University, issues the following directive in order to ensure the coordinated and uniform application of certain provisions of the CoS in the distance learning work order:

I. Framework and scope of application

1. The following rules apply to the current form of distance education, with regulated exceptions.
2. The extraordinary rules on the organization of academic performance assessment adopted in the Spring Semester of the academic year 2019/20 shall be repealed; the provisions of the CoS and the epidemiological Action Plan of the University shall be followed in matters not covered by the provisions of this directive.
3. The following rules apply to BSc and MSc courses, including courses taught in Hungarian, German and English.
4. In justified cases, on the basis of the proposal of the person in charge of the subject, the Faculty Study Committee may prescribe a solution different from the following rules.

II. Attendance at performance assessments

1. Apart from the oral part of the final exam, the assessment of academic performance may be carried out only in the form of distance education work order. In the case of in-person or mixed performance evaluation, it is the responsibility of the faculty responsible for training to provide the room capacity required to comply with the epidemiological protection measures.

III. Organization of academic performance assessments

1. At written performance assessments (midterm, exam) in distance education work order, the establishment and continuous maintenance of audio and video connection may be prescribed, provided that the connection and the completion

of the exam take place in the same system. A complete or partial severance of the connection does not automatically constitute a student irregularity.

2. At oral performance assessments (oral report, exam, oral part of complex exam), the establishment and continuous maintenance of audio and video connection may be prescribed.
3. In the case of a video connection, only the presentation of the student's direct work environment can be requested (table surface yes, room picture no). The student's personal documents can be checked, but they cannot be recorded on photo/video. Only document containing personal data available to the instructor for identification may be required to be presented.
4. It is recommended to announce at least one examination session per week (four in total), with a uniform limit of participants.
5. Video or audio recording of the performance assessment cannot be made.

IV. Organization of repeats, retakes

1. Organization of formative assessments (homework, etc.) does not change.
2. It is recommended to provide two opportunities to repeat or improve the summative assessments during the instruction period (midterms). The student is entitled to participate in the second retake with the payment of the extra fee, unless his / her absence from the first attempt of the summative assessment or its first repetition is justified.
3. Deferred examinations after the examination period of the 1st semester of the academic year 2020/21 is not possible. For a student who does not meet the examination requirements for reasons not attributable to him / her, an advanced examination may be organized in the registration period of the 2nd semester of the academic year 2020/21, as well as in the first week of the instruction period. In the case of a successful exam, the student may submit request for late subject registration for subjects with prerequisite including the completed subject.

V. Performance assessment in the framework of preferential course schedule

1. If the decision on the preferential course schedule allows for this, the performance assessment shall be organized in the form of distance education work order at a different, individually agreed time than the one specified in the assessment plan.

VI. Special rules for foreign students

1. It is recommended to set dates and time of certain exams that are suitable for all students staying abroad.

VII. Acceptance of internships

1. If the student has started the internship but has not completed it for reasons not attributable to him / her, the internship shall be considered completed.
2. The student's work experience (previous work, other professional, practical experience) is recognized as internships/practical training by the Faculty Credit Transfer Committee according to the rules of credit recognition.

VIII. Final examinations

1. The divided part of the final examinations and the part related to the defense of the diploma thesis may exceptionally be organized in in-person or hybrid form. The in-person or hybrid final examination is approved by the Rector on the initiative of the dean of the faculty organizing the examination.
2. The final examination report must be prepared in its entirety in electronic form and sent to the Central Studies Office in the form established in the spring semester of the academic year 2019/20.
3. Inclusion of an external member may not be dispensed with during the composition of the final examination committees.
4. Certain members of the committees or examiners may also participate in the examination process by electronic means.

IX. Entry into force

1. This Directive shall apply from 18 November 2020.

Budapest, November 17, 2020