



Rector's instructions No. 11/2020 (XII. 14.)

on the order of final examinations at Óbuda University in semester 1 of academic year 2020/2021,
having regard to the emergency situation

As from 04 November 2020, Hungary's Government announced an emergency situation for the entire territory of Hungary in Government Decree 478/2020 (XI. 3.) in order to avert the consequences of the coronavirus pandemic and to protect the health and life of Hungarian citizens. On 10 November 2020, the Hungarian National Assembly adopted Act CIX of 2020 on preventive measures against the second wave of the coronavirus pandemic.

In order to protect the health of students and professors, the following are ordered in connection with the final examinations to be organized in semester 1, academic year 2020/2021:

1. At each faculty of Óbuda University, final examinations are required to be organized pursuant to Sections 56 and 57 of the Study and Examination Regulations (TVSZ) on final examinations and as specified in these instructions, according to the schedule applicable to semester 1, academic year 2020/2021.
2. The final examinations detailed in section 1 shall be conducted **online** in order to protect the health of participants in compliance with the requirements detailed in sections 3 to 19 of these Rector's instructions.
3. In order for the seamless completion of final examinations organized online, by derogation from the provision set out in Section 56 (8) of the TVSZ, the prescribed 30-minute preparation time per subject may be modified, it may be disregarded partly or entirely, and must be published in the information as per section 11.
4. In the course of conducting a final examination, at least two students are required to be present (logged in) in the online examination system, except for the case set out in section 17. The manner of meeting this requirement shall be determined in the information as per section 11.
5. Attempts shall be made to prevent the use of means that are not allowed during the final examination. Students are obligated to provide a tranquil environment as required for the examination, and to identify themselves with a personal identification document shown on request by the final examination committee.

Camera and full screen use are required to be prescribed for students at the examination, and the examination environment may be requested to be shown. Only the final examination committee may produce image and sound recordings of the examination, which may be stored by 31 March 2021, at the latest. Students may request to view the recordings until this deadline or until the official takeover of their diploma beforehand.

The requirements above shall be communicated to students in the information as per section 11.

6. At the commencement and at the end of a final examination, no opening and closing sessions are allowed to be organized with the participation of all students attending such final examination. After each student has completed their last examination part, the final examination committee shall determine the final examination result of the student concerned, and shall communicate it to the student.



7. The Rector and Chancellor of Óbuda University shall jointly define and prescribe the health protection rules for members of final examination committees in accordance with the pandemic situation in effect on the date of each final examination.
8. On occasion of a final examination, up to 5 people – including the members of the committee – are allowed to be present at the same time, simultaneously at the premises (in the room) of each final examination.
9. Members of the final examination committee present personally on site (in the room of the final examination) may only be public sector employees of the University; vulnerable individuals are required to be kept in mind when selecting members. Those who expressly request this in writing at the faculty by referring to the pandemic emergency situation, may not be final examination committee members personally present. In such cases, committee members, questioning professors, and external committee members shall also be allowed to be present online, but then the headcount of the members of the final examination committee present personally at the premises (in the room) of the final examination may not be less than 2 persons in this case, either.
10. As regards the provisions on the composition of final examination committees, the provisions set out in Section 57 (1) and (2) of the TVSZ on the headcount and the external member of the final examination committee may be derogated from during the emergency situation, provided that the examination committee shall have a chair and at least one member, and that the final examination committee should be set up so that it should have at least one member who is a university or college professor or an associate university or college professor.
11. In order to conduct final examinations, each organizational unit organizing examinations is required to draw up final examination information and publish it on the homepage of the Faculty, and send it to students who applied for a final examination in a Neptun message until 21 December 2020.
12. The information as per section 11 shall include, in particular, the following: the date and time of the online final examination and its timing per person; the date and time and manner of the consultation preceding the final examination; and the manner of conducting the examination and announcing the results.
13. In the schedule, students taking their final examination are required to be arranged for the final examination with a specific login time by defining the designated MS Teams channel.
14. When specifying the dates and times of final examinations, it must be taken into consideration that the deadline to upload documents to certify the successful closure and completion of studies for students who have submitted applications for admission to higher education courses of study in the cross-semester admission procedure of 2021 is 11 January 2021.
15. Consultations preceding final examinations are required to be organized online for students, with details of arrangements to be published in the information as per section 11.
16. The person responsible for conducting final examinations at the organizational unit making arrangements for



examinations shall make available the electronic version of the degree project / thesis – together with the assessments thereof – to the members of the final examination committee or notify them of the location of downloading at least 3 days before the final examination concerned.

17. Students taking their final examination are obligated to send electronically or to upload their degree project / thesis presentation to the location specified in the information by the relevant deadline.
18. In the framework of a final examination, the defense of the degree project / thesis is required to be conducted in a way that the institutional rules of procedure for degree projects / theses to be handled confidentially can be ensured.
19. After the final examination, the taker of the minutes of the final examination shall finalize the minutes, print them, sign them, and have them signed by the members present of the final examination committee, and then hand them over to the person responsible for conducting final examinations at the organizational unit concerned, who will have the minutes signed also by those members of the examination committee who are not present, just logged in.
20. If a force majeure situation occurs, the Dean of the Faculty shall be entitled and obligated to act.

These instructions shall enter into effect on 15 December 2020 and shall be valid until countermanded / until 11 January 2021.

sgd. Prof. Dr. Levente Kovács

Rector