



Rector's instructions No. 4/2020 (V. 18.)

on the order of final examinations at Óbuda University in semester 2 of academic year 2019/2020,
having regard to the emergency situation

Pursuant to the authorization granted in Section 3 (1) of Act XII of 2020 on protection against the coronavirus, the Government of Hungary has framed Government Decree 101/2020 (IV. 10.) on certain measures to be taken during the emergency situation concerning higher education institutions and students, Government Decree 168/2020 (IV. 30.) on protective measures, and Government Decree 211/2020 (V. 16.) on protective measures in the capital city. Having regard to these, and taking into consideration the information letter of the Ministry for Innovation and Technology dated 17 April 2020 on the implementation of Government Decree 101/2020 (IV. 10.), and also the fact that students are still not allowed to enter student hostels, the following shall be ordered at Óbuda University on the order of final examinations in semester 2 of academic year 2019/2020 due to the pandemic situation:

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, between 06 and 15 July 2020 in semester 2 of academic year 2019/2020.
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 4 to 7 and 18 to 35 of these Rector's instructions.
3. In the event that the final examination cannot be conducted online for any overriding reason, the Dean of the Faculty – under their own responsibility, and subject to notification to and approval by the Rector – may make arrangements for a final examination with personal presence as provided in sections 8 to 17 and 18 to 35 of these Rector's instructions.

I. Provisions on final examinations organized in an online system

4. In order to protect the health of students, professors, and employees, final examinations are required to be conducted online in the interest of avoiding personal presence.
5. 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 18.
6. 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 23. The manner of meeting this requirement shall be determined in the information as per section 18.



7. 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 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 August 2020, at the latest. Students may request to view the recordings until this deadline / until the official takeover of their diploma.

The requirements above shall be communicated to students in the information as per section 18.

II. Provisions on individual cases of final examinations organized with the personal attendance of students

8. In reasonable cases – and subject to the Rector's notification and approval – arrangements can also be made for final examinations with the personal attendance of students; in such cases, however, it is required to be ensured – in order to protect the health of students, professors and staff – that candidates and other persons should not be required to be in contact at the final examination: a distance of at least 1.5 metres shall be kept and ensured between people. Arrangements, protective measures and provision of the conditions required shall be the duty of the organizational unit and the liability of the Dean of the Faculty.
9. The rooms and other premises designated for final examinations, as well as their access routes are required to be marked out in a manner to avoid that students wait for prolonged periods or gather together. Rooms and routes are required to be provided with properly visible information boards. Arrangements shall be made to clean the premises concerned and their furnishings for disinfection both before and after use. The Dean of the Faculty shall be liable for providing the premises and the appropriate conditions.
10. In order to conduct final examinations, a schedule is required to be produced until 29 May 2020 for final examinations at specialties with the personal attendance of students for each site and by each faculty, broken down into specialties and coordinated by the faculties (organizational units) making arrangements for final examinations at the site concerned, by taking into consideration the regulatory requirements stipulated for the emergency situation.
11. The times for the commencement of each final examination are required to be specified by having regard to students from outside Budapest so that each student applying for and entitled to take a final examination can attend.



At the commencement of a final examination, no opening session is allowed to be organized with the participation of all students attending such final examination.

12. In such schedule, students taking their final examination are required to be assigned to the rooms designated for final examinations with a specific time of arrival, in order to be able to synchronize the final examinations of each student group concerned, organized at identical or overlapping times – also taking the specificities of each site into consideration, and in compliance with distancing rules.
13. The Rector and Chancellor of Óbuda University shall jointly define and prescribe the scope of protective equipment and protection requirements for students and members of final examination committees, in order to comply with and by taking into account the health protection rules current on the date of each final examination, and Óbuda University shall be obligated to ensure that appropriate protective equipment is provided for them.

Students and examination committee members may also use their own protective equipment complying with the requirements of Óbuda University in the course of their stay in the buildings.

14. On occasion of a final examination, maximum of 5 people – together with the members of the examination committee – are allowed to be present at the same time, simultaneously at the premises (in the room) of each final examination, including at least 2 students taking their final examinations, except for the case detailed in section 23 of these instructions regarding the defense of a degree project / thesis classified as confidential.
15. A final examination may be organized in a manner that students preparing for their oral examination and the taker of the minutes of the final examination stay in another neighbouring room.

In such a case, the taker of the minutes of the final examination may also follow the course of the examination online, thus completing the minutes of the students attending the final examination as well as other documents required for final examinations; furthermore, in order to maintain the purity of the final examination and in the absence of the designation of special supervisory staff, the taker of the minutes shall also supervise students preparing for the final examination. Up to 5 people may stay at the premises (in the room) of preparation simultaneously.

16. Members of the final examination committee present personally on site (in the room of the final examination) may only be public sector employees; 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, examination committee members, questioning professors, and external examination 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.

17. 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.

No closing session for announcing the results is allowed to be organized at the end of the final examination with all the students present who took part in the final examination. Students who have finished their final examination are required to leave the building where the premises (room) of the final examination are located promptly after the communication of the results of the final examination.

III. Common provisions regarding the personal presence of students and the arrangements for final examinations organized in an online format

18. 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 29 May 2020.
19. 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 18.
20. 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 general admission procedure of 2020 is 09 July 2020.
21. Defense of the degree project / thesis and the partial examinations to be taken on the subjects required by the curriculum shall be organized for the same date – within the same day.
Students may take partial examinations on the subjects required by the curriculum if their degree project / thesis has been accepted by the examination committee marked at least as sufficient (2).



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 at least 3 days before the final examination concerned, or notify them of the location of downloading.

22. The information as per section 18 shall include, in particular, the following: the date and time and manner of the consultation preceding the final examination; the dates and times of final examinations; in case of personal presence, the specific locations (rooms) and the access routes of the final examinations and their timing per person; the date and time of the online final examination, its timing per person, and the manner of conducting the examination and announcing the results; and the protective equipment required for students.

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.

23. 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.
24. 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, 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.

25. In the event that a student who passed the final examination does not have a language examination certificate prescribed in the qualification and exit requirements of the specialty as per Decree 18/2016 (VIII. 5.) EMMI, the minutes of the final examination shall be endorsed as follows:

“Passed the final examination until 31 August 2020, and pursuant to Section 6 of Government Decree 101/2020 (IV. 10.) “on certain measures to be taken concerning higher education institutions and students”, shall be exempted from the obligation to pass a language examination as a pre-requisite for issuing a diploma, therefore the diploma is allowed to be issued.”

26. 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.

27. Each Faculty of Óbuda University shall also be obligated to prepare for the fact in the case of final examinations organized in the personal presence of students that final examinations may not be conducted by reason of stricter regulatory provisions than the ones in effect at the date of issuance of these instructions.
28. 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 19 May 2020 and shall be valid until 31 August 2020. Simultaneously with the entry into effect of these instructions, section 8 – on conducting final examinations – of Rector's instructions No. 3/2020 (IV. 22.) shall cease to have effect.

sgd. Prof. Dr. Levente Kovács
Rector

