



### **Rector's instructions No. 5/2021 (V. 18.)**

on the order of final examinations at Óbuda University  
in semester 2 of academic year 2020/2021, regarding the state of emergency

Pursuant to the authorization granted in Act I of 2021 on protection against the coronavirus pandemic, the Government of Hungary has framed Government Decree 484/2020 (XI. 10.) on the second phase of certain measures to be taken during the state of emergency concerning higher education institutions and students. With regard to these I order the following at Óbuda University concerning the final examinations in semester 2 of academic year 2020/2021:

1. At each faculty of Óbuda University, final examinations are required to be organized pursuant to Sections 56 and 57 on final examinations of the Study and Examination Regulations (TVSZ), and as specified in these instructions in semester 2 of academic year 2020/2021.
2. The final examinations shall be conducted online to protect the health of students and staff. MS Teams is the recommended online platform to organize the online final examinations.
3. For the sake of the smooth completion of the online final examinations, by derogation from the provision set out in Section 56 (8) of the TVSZ, the prescribed 30-minute preparation time per subject may be disregarded partly or entirely and must be published in the information guide as per section 6.
4. While 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 11. Meeting this requirement shall be detailed in the information as per section 6.
5. During the final examinations attempts shall be made to prevent the use of means not permitted.

Students are obligated to provide calm and undisturbed circumstances for the examination, and to identify themselves with a personal identification document on request by the final examination committee.

Camera and full screen use must be prescribed for students during the examination, and the examination environment may be requested to be shown. Only the final examination committee may make video and sound recordings of the examination, which may be stored until 31 August 2021, at the latest. Students may claim to view the recordings until this date and before officially receiving the diploma.

The requirements above shall be communicated to students in the information guide as per section 6.

6. All faculty units in charge of organizing final examinations must draw up a detailed guide, which must be published on the faculty website before 28 May 2021, as well as be disseminated among examinees in a Neptun message before this date.



7. Consultations prior to the final examinations are to be organized online for students, and the arrangement details are to be published in the information guide as per section 6.
8. When specifying the dates and times of final examinations, it must be taken into consideration that the deadline to upload documents certifying the successful closure and completion of studies for students who have applied for admission to higher education programmes in the general admission procedure of 2021 is 8 July 2021.
9. Degree project or thesis defences and subject examinations required by the curriculum shall be conducted on the same day.

A student may take the subject examinations required by the curriculum if their degree project or 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 in charge of the examinations shall make available the electronic versions of the degree projects and theses – together with the assessments thereof – to the members of the final examination committee at least 3 days prior to the final examination concerned and notify them of the location of downloading.

10. The information guide as per section 6 shall include, in particular, the following: the date and time and manner of the consultation preceding the final examination; the dates and times of the online final examinations, and the process of the examinations and announcing the results. Students taking their final examinations are obliged to send electronically or to upload their degree project or thesis presentations to the location specified in the information guide by the relevant deadline.
11. In the course of a final examination, the defences of the degree projects or theses must be conducted in a way that the institutional regulations on the procedure of confidential degree projects and theses be observed.
12. Concerning the provisions on the composition of final examination committees, the one on the headcount and the external member of the final examination committee, set out in Section 57 (1) and (2) of the TVSZ, may be disregarded, provided that the committee has a chair and at least one member, and that the final examination committee is set up so that at least one member be a university or college professor or an associate university or college professor.
13. After the final examination, the keeper shall complete the minutes, print them, sign them, and have them signed by the committee members present, and then hand them over to the person in charge of the final examinations at the organizational unit concerned, who later will have the minutes signed also by those members of the examination committee who are not present, only logged in.



ÓBUDAI EGYETEM  
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14. In the event of force majeure, the Dean of the Faculty shall be entitled and obliged to act.

These instructions shall come into force on 19 May 2021 and shall cease to have effect on 31 August 2021.

signed by

Prof. Dr. Levente Kovács  
Rector

