

Rector's Directive 7/2020. (V.11.) on the order of the final examination in the academic year of 2019/2020 with regard to COVID-19 pandemic for those students who are not in Hungary due to the epidemic situation at the time of their final examination and are unable to return to Hungary for this period.

Having regard to Government Decree 101/2020. (IV. 10.) on certain measures for higher education institutions and students during the state of danger, and Government Decree 168/2020. (IV. 30.) on protective measures issued by the Government on the basis of the authorization stated in Section 3 (1) of Act XII of 2020 on the containment of coronavirus, I hereby issue the following Directive.

Scope of the Directive

1.§

The scope of this instruction shall apply to all campuses of Szent István University (hereinafter referred to as the 'University'), organizational units, civil servants (including external lecturers) performing core activities on any campus of the University, and the students who are not in Hungary due to COVID-19 pandemic situation at the time of their final examination and they are unable to return to Hungary for this period.

Purpose of the Directive

2.§

All organizational units within the scope of this Directive shall organize the final examinations due in the second semester of the academic year of 2019/2020 in compliance with the provisions of this Directive.

Regulatory framework of organizing and conducting final examinations

3.§

(1) The University organizes the final examination on-line for the students within the scope of this Directive by using the platforms previously issued to the organizational units performing core activity.

(2) During the on-line final examination, the members of the final examination committee and the student must receive timely information about the date of the examination, the platform to be used and the course of the examination.

(3) The head of the organizational unit performing the given core activity is responsible for the information specified in paragraph (2) and the preparation and publication of it, about which the student shall be informed via briefings published on the given faculty website as well as

via notifications sent to him/her in NEPTUN Electronic Education Administration System (hereinafter referred to as 'NEPTUN').

(4) The schedule of the final examinations shall be determined as follows

a) the degree thesis/diploma defense and the subject or group of subjects examination must be scheduled for one day,

b) the final examination committee shall hold a closed session after every student's examination and communicate the results of the degree thesis/diploma defense and/or final examination with the student at the end of the closed session.

(5) If a technical error occurs during the final examination due to which the examination must be interrupted, the examination/part of the examination shall be entirely repeated at a new time.

Rules for the final examination committee

4.§

(1) The final examination committee shall have a chairman and two members, at least one of whom shall be a university or college professor and/or a university or college associate professor. The composition of the final examination committee must be defined in order that the committee is suitable for conducting the degree thesis/diploma defense as well as conducting the subject or group of subjects examination. The final examination can be organized in several committees on the same day in accordance with the regulations.

(2) Only civil servants shall be the members of final examination committees.

(3) In addition to paragraph (1), a secretary may be added to the committee if a separate person is required. If it is necessary for ensuring compliance with the provisions, the administration of the examination shall be arranged in a separate place.

Final provision

5.§

This Directive shall enter into force on the day following its publication and shall expire on 4 September 2020 at the latest.

Gödöllő, 12 May 2020

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Rector