

**Rector's Directive 6/2020. (V.8.) on the order of final examination in the academic year 2019/2020 in view of COVID-19 pandemic**

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), students (including doctoral students) performing core activities on any campus of the University, except for those 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) For the duration of the final examination, the student may enter the area of the higher education institution.

(2) During the final examination it must be ensured that the examination does not require personal contact between the candidate and other persons, the distance between the persons must be at least 1.5 metres.

(3) On the basis of paragraphs (1) and (2), the final examination shall be conducted in person.

(4) In order to conduct the final examinations in accordance with paragraph (3), every faculty shall prepare a detailed schedule by degree programme on each campus by 22 May 2020 to comply with the prescribed rules. In the detailed schedule, students who take the exam on a given day should be divided into the classrooms on an hourly basis in order to coordinate the final examinations at all faculties concerned according to the specific features of the campus and thus avoid prolonged grouping of students.

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

- a) the final examination shall comprise the degree thesis/diploma defense and maximum two subject or group of subjects examinations, all of which must be scheduled for one day,
  - (b) in case any additional subject or group of subjects examination comprises the part of the final examination in addition to point (a), these examinations shall be held exclusively online before the parts of the final examination referred to in point (a), considering that adequate preparation time for both parts of the final examination must be provided,
  - c) no more than 5 persons, including the members of the final examination committee, can be present at a given final examination at the same time,
  - d) students shall not visit the dormitory buildings,
  - e) 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.
- (6) Each faculty shall inform the student about the date and place of the final examination and how to approach the place, as well as about the documents required for personal identification via briefings published on the faculty website and via notifications sent to the student in NEPTUN Electronic Education Administration System (hereinafter referred to as 'NEPTUN').
- (7) Students and members of the final examination committee must wear protective equipment that is in accordance with the COVID-19 pandemic regulations in force on the day of the final examination.

#### **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. During the selection of committee members, special attention must be paid to people falling into coronavirus vulnerable groups. A civil servant over the age of 65, as well as anyone who requests it in writing with reference to the COVID-19 pandemic state of danger, shall not be a member of the final examination committee.

(3) In addition to paragraph (1), a secretary may be added to the committee if a separate person is required, provided that the application of Section 3 paragraph (5) (c) is mandatory. 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, 8 May 2020

Prof. Dr. László Palkovics  
Rector