



## **Student information about the exam period in the spring semester of the academic year 2019/2020**

Due to the measures made by the government relating the coronavirus pandemic, the Faculty has to introduce digital distance education and examination during this exam period. It is the course director's responsibility to decide (based on professional and organizational aspects) how the examination of a subject can be implemented using online techniques.

The Code of Studies and Examinations has been amended to allow online education and examinations and it primarily includes educational organization facilitations regarding online education and examinations.

### **Provisions of the Code of Studies and Examinations due to the state of emergency caused by the coronavirus pandemic concerning the exam period**

#### **New provisions concerning educational matters:**

- Students can submit requests, studies and exams related requests and appeals in electronic way (e-mail) to the competent organisations. In case the request is submitted via e-mail it is necessary to be sent from the student's e-mail address that is registered in the ES and to indicate his/her name and ES identification code (Neptun code) in the e-mail.
- The deadline to submit requests for the temporary termination of student status shall be the last workday of April 2020 in the spring semester of the academic year 2019/2020.
- The student can deregister the course taken up in the given semester until May 8, 2020 in the spring semester of the academic year 2019/2020.
- The Dean may exercise equity on one further occasion beyond the one determined in the code in case of student requests referring to the student attendance prohibition and the circumstances related to the state of emergency.

#### **Changes concerning courses:**

- The major director may deviate from the rules pertaining to attending the classes and determining the extent of absences to the student's profit during the student attendance prohibition.
- For the sake of personal data protection – on the grounds of student attendance prohibition – audio or video recording on the classes or recording the classes held with the help of information and communication devices shall be possible only with the expressed consent of the participants (lecturer, students).
- The professional practice can be completed – with the approval of the institution, body, organisation providing the practical training – in electronic way with the help of information and communication devices.

#### **Changes concerning testing knowledge and assessment of studies (examinations):**

- Testing knowledge can be conducted electronically with the help of information and communication devices capable of sound and picture recording at the same time applying the supported surfaces and methods (especially video call in case of oral exams, Unipoll tests in case of written exams).



- It is obligatory to publish the dates of the exams two weeks before the end of the instruction period at latest.
  - In case the conditions of entry to the exam require alterations, the faculty shall promptly notify students about the changes.
  - The changes in the conditions of entry to the exam shall be implemented in such a way that completing the subject after the changes shall not be disproportionately heavier than based on the former requirements.
  - The lecturer shall be responsible for the organisation of the exam.
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- Intentionally causing technical incident during the electronic exam shall be considered cheating at examination, therefore the legal consequences stipulated in the relating regulation shall be applied.
  - If the technical incident was not caused intentionally, the examiner and the student taking the exam are obliged to cooperate in order to solve the it.
  - If the technical error occurred before the exam question was announced, the exam can be continued provided that the error can be fixed within a reasonable time. In case the error occurs after the exam question is announced, the exam can be continued and the examiner has the right to rise a new question.
  - If the technical error cannot be solved within a reasonable time a new date for the exam must be provided. The exam suspended due to technical error shall not be considered as an attempt to get the grade, it shall not be counted into the exam chances of the student.
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- Provisions of Article 50 (7) of the Code of Studies and Examinations shall not be applied while Annex 16. is effective. In case the given electronic exam is accounted to the evaluation of the given subject with more than 25% then the electronic exam can be held by using electronical devices located in the buildings of the University or outside University premises aswell.
  - Oral exams are not public.
  - Making sound and video recording or recording of the oral exam shall be possible only with the expressed consent of the participants.

**Provisions concerning final year students:**

- Thesis defense can be arranged electronically, with the help of information and communication devices capable of sound and picture recording at the same time.
- Submission of thesis in printed form is not necessary.
- In case changing the deadlines of submitting and defending the thesis is necessary, the faculty shall notify the students promptly.
- The final closing examinations can be held electronically (with the help of information and communication devices capable of sound and picture recording at the same time). The oral part of the final closing examination is not public, making sound and video recording or recording the exam shall be possible only with the expressed consent of the participants.

The mentioned modifications of the Code of Studies and Examinations were made specifically for use in the actual emergency situation and can be found in Annex 16. (page 181).



The Code of Studies and Examinations can be found on the Registrar's Office website under „Codes and Guidelines” menu or on the link below (currently in Hungarian language, translation is in progress):

[https://adminisztracio.pte.hu/sites/adminisztracio.pte.hu/files/files/Adminisztracio/Szabalyzatok\\_utasitaso\\_k/PTE\\_SZMSZ/5mell-tvsz20200409.pdf](https://adminisztracio.pte.hu/sites/adminisztracio.pte.hu/files/files/Adminisztracio/Szabalyzatok_utasitaso_k/PTE_SZMSZ/5mell-tvsz20200409.pdf)

### Important deadlines of the exam period

END OF TERM TIME		
<b>Offered grades</b>	the course director of the given subject may offer a grade in the subject, which shall be accepted/rejected by the student	until the end of the exam period
<b>Accepting offered grades</b>	in order to record the offered grade that is accepted by the student, the student shall not register for exam	until one week before the end of the exam period
<b>Mid-semester grades</b>	course directors can register it till the end of the 2nd week in the exam period	registered to Neptun by the course directors until 22 <sup>nd</sup> of May
<b>Denial of end-of-semester signatures</b>	the denial of end-of-semester signatures (Signature = Blocked entry in the ES) is registered by the course directors, the student receives a Neptun message and his/her previous exam registration in the course will be deleted and won't be able to register for further exam dates and in case a course ends with mid-semester grade the student shall not be given a grade	registered to Neptun by the course directors until 9 <sup>th</sup> of May 24.00
<b>Determination of exam dates</b>	based on the agreement between the course director and year representatives *	24 <sup>th</sup> April, 2020
<b>Registration for exams</b>	<b>for students with valid feedback bonus:</b>	<b>29<sup>th</sup> April 2020 from 7 AM.</b>
	<b>for students without valid feedback-bonus:</b>	<b>30<sup>th</sup> April 2020 from 7 AM.</b>
<b>Requirements of exam registration</b>	Signing UP FOR an exam	until 9.00 am on the previous workday of the exam,
	Signing OFF FROM an exam	until 9.00 am 2 working days before the exam.
	the student shall be entitled to register for another exam date in the same course provided the examining department has recorded the data concerning the given exam (the grade or the note 'did not attend') in the ES	ATTENTION! 1 <sup>st</sup> May: holiday, 1 <sup>st</sup> June: holiday.
<b>Registrar's Office on duty</b>	The RO will be available on duty via e-mail (neptun.th@aok.pte.hu)	29-30 <sup>th</sup> April between 7:00 and 8:00 AM
EXAM PERIOD		
<b>Exam Chances</b>	Students have 3 exam chances for the courses that end with exam or final exam: A, B and C exam (exam, retake exam, repeated retake exam)	planning the optimal schedule of the exam period suitably is the student's own responsibility



<b>Bettering Examination</b>	Students shall be entitled to take one bettering exam in case of any of the already successfully taken exams in the given semester – except for the exam successfully completed in the pre-scheduled exam period in August, until the end of the exam period at the times announced in advance. The grade obtained at the first exam may be worse (even fail) in the bettering exam	on the last week of the exam period you can register for the bettering exam only with the help of the Registrar's Office
<b>Dean's exam chance</b>	The Dean may exercise equity on one further occasion beyond the one determined in the code in case of student requests referring to the student attendance prohibition and the circumstances related to the state of emergency.	You can register only for the given dates and within the headcount limit. Dean's Chance exam can only be taken in the exam period.
<b>EXAM PERIOD</b>		
<b>Third and further exams</b>	4900 HUF fee to be paid, the student has to transcribe the item in Neptun and pay it online BEFORE registering for the exam	The third and further exams are counted according to the number of exams in the course altogether and not according to your chances in the given semester.
<b>Uncertified absences from exams</b>	4900 HUF fee to be paid	Transcribed in your Neptun by the Central Registrar's Office within 20 days after the exam period.
<b>Cheating at examinations</b>	In case of cheating at examinations we apply the regulations stated in the Dean's Order issued by the Faculty without further consideration. The above mentioned Dean's Order is available on the website of the Registrar's Office under Codes and Guidelines.	Immediately after noticing the cheating.
<b>In case of questions/requests</b>		
<b>Technical issues</b>	If a student cannot meet the deadlines for reasons that are beyond them, he/she should send an e-mail to his/her administrative officer at the Registrar's Office <u>with a screenshot attached immediately!!</u>	Send an e-mail to your administrative officer or to the <a href="mailto:tanulmanyi.hivatal@aok.pte.hu">tanulmanyi.hivatal@aok.pte.hu</a> email address <u>with a screenshot attached immediately!!</u>

\* The course director agrees with the year representatives online. As a sign of agreement the year representatives are accepting the planned exam dates for announcement online.

In case of any further questions, you may find information and help on our Faculty's website, under „Coronavirus information” which is available on the link below:

<https://aok.pte.hu/en/koronavirus/9992>

Wishing you a successful exam period with kind regards,

Bernadett Potos  
Registrar