

University of Pécs, Faculty of Sciences

Dean's Order no. 14/2020 (08/12) on special rules of examination, thesis and diploma work defence in a distance learning system to be applied in the event of a state emergency due to Covid-19 pandemic at the Faculty of Sciences

Article 1

- (1) The present order shall apply to all study programs, all courses and related examinations, and all exam courses registered in the academic year of 2020/21 of the Faculty of Sciences (hereinafter TTK or Faculty) of the University of Pécs (hereinafter UP).
- (2) The scope of the present order shall extend to all instructors, examiners, and the students registered for the courses included in paragraph (1).
- (3) This order shall not apply to the final exams conducted in the academic year of 2020/21 at the Faculty.
- (4) In the case of courses and examinations that are organized by other faculties, the valid dean's instruction issued by the dean of the faculty concerned shall prevail.

Article 2

- (1) The examinations pursuant to Article 1 paragraph (1) may be taken during the examination period.
- (2) Examinations can be organized only on distance learning, electronic way at the Faculty.

Article 3

- (1) The online, electronic exam may be oral or written. The technical conditions related to the online exam are defined by the professor. The professor informs the students on the information of conducting the exams until the beginning of the exam period in the Neptun integrated study system and the platforms used for digital education.
- (2) The online, electronic exam can be conducted through an info-communication system suitable for simultaneous recording of image and voice.
- (3) The platforms (especially Microsoft TEAMS, Unipoll) and methods (especially video calls in case of oral exams and Unipoll tests in case of written exams) supported during distance learning are suggested to use at the Faculty regarding conducting of electronic exams.
- (4) Electronic examinations cannot be conducted via regular phone calls, instant short messages (SMS) or social media platforms.
- (5) Participating students need to have access to the technical equipment necessary for examination (in particular, device able to transfer image and voice, internet access).
- (6) Students shall register for examinations in the NEPTUN education system following the rules of the Code of Studies and Examinations (hereinafter CSE).

Article 4

- (1) Before the beginning of the oral or written electronic exam, the examiner is obligated to confirm the identity of the student by checking any official document (for example student identity card,

national identity card, passport, driving licence). Without confirmation of the student's identity, the examination cannot be started.

(2) The student who registered for the exam shall be available on the day of the examination, during the time period designated for the examination in the NEPTUN educational system.

(3) The examination can be recorded on the request of either the examiner or the student if all participants explicitly approve.

(4) In case the online, electronic exam is interrupted due to technical reasons, the examiner shall decide on the conditions of the continuation of the examination, taking into account the Article 24 of Appendix 16 of the Code of Studies and Examinations, or shall assess the exam based on the examination before the interruption.

(5) The started oral exam shall be finished with a final grade, which is announced by the examiner at the end of the exam, and it is registered in the Neptun educational system in accordance with the relevant rules of CSE.

(6) The examiner is obliged to register the result of the started written exam in the Neptun by the deadline specified in the CSE.

Article 5

The defence of thesis and diploma work can be held following the rules of the online oral examination determined by the present dean's order, during the time period decided by the Faculty of Sciences and its Institutes.

Article 6

(1) In especially equitable case, students can request in-person examination, derogating from the rules in present order described in Article 3, paragraph (2). Such request shall be addressed to the dean of the Faculty, and submitted to the Registrar's Office electronically (ttkto@gamma.ttk.pte.hu) until the end of the first week of the period of exams, together with the documentation justifying the special circumstances. After the decision, within three workdays the dean informs the student on the decision.

(2) If the student is unable to provide the technical conditions for the examination, an in-person exam can be organized at the request of the student in the buildings of the Faculty taking into account the epidemiological rules. The request shall be submitted electronically to the instructor of the subject and the responsible academic coordinator not less than three working days before the start of the exam. The student will be notified about the decision and the relevant information about the exam conducted in-person.

Article 7

Present order shall enter into force on the date of signature.

Pécs, 8 December 2020

Dr. Attila Horváth
Dean
Faculty of Sciences