

University of Pécs  
Faculty of Health Sciences  
2/2020 Dean's Order  
on the detailed rules of digital distance education



May 7, 2020

## PREAMBLE

Pursuant to the authorization in Section 35 (2) of Annex 16 to the Code of Studies and Examinations forming Annex 5 to the Organisational and Operational Regulations of the University of Pécs, for the duration of the state of emergency ordered by the Government of Hungary due to the coronavirus epidemic, I regulate the rules of distance digital education at the University of Pécs Faculty of Health Sciences as follows.

### Scope

1. § The scope of this Dean's Order extends to the duration of the state of emergency.

### Interpretative provision

2. § In the application of the current Dean's Order, digital distance education is education based on interactive lecturer-student interaction and independent student work, using special information technology and communication teaching tools, as well as knowledge transfer and learning methods, ordered due to the state of danger issued by the Government of Hungary because of the coronavirus epidemic and the ban on visiting higher education institutions by students (hereinafter: the ban on student visits), in which the number of lectures is adjusted to the number of lessons of full-time and part-time education.

### General provisions

3. § (1) Requests and requests for legal remedy concerning study and examination matters can also be submitted to Registrar's Office of Faculty of Health Sciences of the University of Pécs (hereinafter: the Faculty) or to other decision making body of the university electronically (via e-mail). In case of submitting the request via e-mail, it is necessary for students to send it from their e-mail address registered in the education system, as well as to indicate their name and education system identification.
  - (2) In order to maintain uninterrupted contact regarding study and examination matters, student is obliged to check in the education system whether their e-mail address given there is correct, and that the mailbox is suitable for receiving letters. Student is obliged to change their e-mail address registered to the education system, and immediately notify the Registrar's Office about the fact of this change.
  - (3) The request submitted to the Registrar's Office or other decision-making body will be evaluated by the Faculty. The Faculty is entitled to send its decision electronically to the student's e-mail address indicated in the education system.

### Dean's equity

4. § Under the scope of the current Dean's Order, the Dean may exercise dean's equity set out in Section 14 (1) of the Code of Studies and Examination on one more occasion in addition to the

one occasion specified in the Code of Studies and Examinations, at the request of the student with reference to the ban on students visit or circumstances related to the state of emergency.

#### Courses, schedule of the academic year

5. § (1) Within the framework of the Dean's Order, based on the authorization of Section 35(1) of Annex 16 to the Code of Studies And Examinations, the Dean is entitled to determine the detailed rules of digital distance education, as part of which he is entitled to amend the curriculum in the form of dean's order.
  - (2) In order to create video or audio recordings of lectures and classroom practices held by university lecturers within the framework of digital distance education, in which students are not included, students' consent is not needed, the video and audio recordings of these lectures and classroom practices may be initiated only by the lecturer. Video and audio recordings of the student's exam and practical activities may only be taken with the consent of the participants.
  - (3) Completion of examinations within the framework of distance education ending in comprehensive exam or end-of-term exam takes place as oral or written examination conducted at the Faculty through info-communication means. The form and method of the examination is announced as a faculty decision on the proposal of the head of the institute responsible for the given programme, of which the Faculty immediately notifies the students concerned in writing via e-mail, to the e-mail addresses registered in Neptun.
  - (4) The completion of the courses ending with a practical grade may take the form of a progress exam or an oral test through info-communication devices. The form and method of obtaining the practical grade is announced as a decision of the Faculty, based on the proposal of the Head of the Institute which is responsible for the given educational programme, of which the Faculty immediately notifies the students concerned.
  - (5) In the case of subjects ending with an end-of-term exam or practical grade, the mid-term examinations as the condition for signature, except for the conditions for participation in classes, may be partially or completely cancelled according to the decision of the Head of the responsible Institute. If the unsuccessful progress exams written by the students before the declaration of the state of emergency still represent the conditions for the completion of the semester, the students must complete these progress exams afterwards, within the framework of e-tests. In case these tests are not passed, the students cannot participate in the examination.
  - (6) Considering the ban on the attendance of higher education institutions by students ordered due to the coronavirus epidemic, the schedule of the academic year 2019/2020 approved by the Rector is contained in Annex 1 to this Order.

#### Assessment of knowledge, evaluation of studies

6. § (1) Assessment of knowledge shall take the form of an oral examination, a written examination or an essay to be submitted. For each course, the form of the knowledge assessment is announced as a decision of the Faculty based on the proposal of the Head of the Institute which is responsible for the given educational programme, of which the Faculty immediately notifies the students concerned.

- (2) Oral examinations may be conducted electronically, with an info-communication device suitable for simultaneous transmission of video and audio in the Microsoft Teams program, using a video call. In case of courses which can be completed with an oral examination, the student needs to have an electronic device (personal computer, smart device) capable of running Microsoft Teams, providing simultaneous audio and video transmission, with broadband internet access, a microphone, and a portable camera capable of scanning an identity document (hereinafter: electronic exam, online oral exam).
- (3) During all online oral examinations, an additional student must be present at least online, in addition to the candidate and the examiner.
- (4) The dates of the online exams will be announced in the Neptun educational system. Applying for, modifying or cancelling the exam is only possible through the Neptun educational system.
- (5) The student may use any room outside the university for the purpose of appearing online for the oral exam - without interruption.
- (6) Information on the use of the Microsoft Teams program required to conduct the online oral exam will be published on the following website.  
[http://etk.pte.hu/adminisztracio\\_aloldalak/teams-oktatas-hallgatoknak](http://etk.pte.hu/adminisztracio_aloldalak/teams-oktatas-hallgatoknak)
- (7) The basic requirement of the online oral exam is a simultaneous audio and video connection between the student and the examiner, which is initiated by the examiner based on the Neptun exam sheet and which the student is obliged to accept. If the absence of such a connection can be verified as a result of the student's passivity, the entry "did not attend" will be added to the exam sheet.
- (8) Prior to the commencement of the oral examination, the examiner is obliged to ensure the verification of the candidate's identity by requesting to present a document that is suitable for personal identification (identity card, passport, driving license, student card).
- (9) The student may be obliged to present his/her environment at the beginning of the oral examination or at any time during it. During the oral examination, no one other than the student may be present in the room, not permitted aids or assistance are not allowed to be used, otherwise the examiner is entitled to suspend the exam of the student and registers the fact of the exam fraud in the records.
- (10) In each oral examination, the student shall take the exam from one of the topics of the previously published list of exam topics. The topic is selected through a random number generator on the website <https://moodle.etk.pte.hu/random/>, in such a way that the given lecturer shares his/her own computer desktop with the student through the Microsoft Teams program. Then, the lecturer activates the random number generator at the moment of the student's request and the student will take an exam about the given topic with the same number as the randomly generated number. The topic can also be selected by the examiner arranging them in a column of 5, face down, clearly visible to the camera before the exam, and the student selects how many rows from the top and how many rows from the right they want to draw. The examiner then selects the topic marked by the student, pulls it out and shows it to the student through the camera. Then the student begins to

give an oral account of their knowledge of the topic. The method of selection of topics is determined by the instructor of the given subject.

- (11) Deliberate induction of a technical disturbance during an exam (using info-communication means) shall be deemed to be examination fraud, so if it happens, the legal consequences of the examination fraud laid down in the Code of Studies and Examinations shall apply.
- (12) If the occurrence of a technical disturbance is not the result of intentional conduct, the instructor and the candidate shall act jointly to remedy the technical disturbance.
- (13) If a technical malfunction occurred before the presentation of the examination question, the exam may be continued after the connection has been remedied within a reasonable time. If the technical disturbance occurs after the presentation of the exam question, the exam can be continued, but only once, during which the instructor is obliged to ask a new exam question.
- (14) It is considered a technical malfunction if the connection to the online exam is disconnected for more than 10 seconds for any reason. Both the instructor and the student should try to eliminate the technical disturbance during the consultation within the scope of the general obligation to cooperate (by any means).
- (15) If the exam becomes impossible due to a technical obstacle and the technical disturbance cannot be remedied within a reasonable time by the instructor or student, the possibility of the exam shall be provided at a later time, during the exam period. For the exam missed due to a technical obstacle according to this paragraph, the instructor is obliged to record the status of "certified absence" in the Neptun system.
- (16) The online oral exam is considered to have started with the examination question, after which the student's performance must be assessed with a grade. An examination interrupted due to a technical malfunction does not count as a commencement attempt, it does not count towards the number of examinations of the candidate. The examiner is obliged to record the examination results in the electronic educational registration system no later than on the working day following the examination day.
- (17) The written examination will be conducted through the Faculty's e-test system. The student may be required to present their environment at the beginning of the written examination or at any time during it, by means of a device capable of providing a continuous visual and audio connection. During the written exam, no one other than the student may be present in the room. The candidate may not use unauthorized aids or assistance, otherwise the examiner is entitled to interrupt the examination, the fact of which is registered in the records.
- (18) In each case, the requirements of the subjects to be completed by submitting an essay are determined by the lecturer of the given subject in their own competence, of which they notify the students in written, via an electronic message sent to the e-mail address registered in Neptun. The essays must be uploaded to the Neptun Meet Street system by the students by the deadline previously specified by the lecturer.

9. § (1) According to the general rules, the oral part of the final exams will be held at the Faculty with the personal (not electronically assured) presence of the students, in a way that all persons participating in the exam must keep a distance of 1.5 meters from each other. It is recommended that all persons participating in the final exam wear a mask and rubber gloves.
- (2) In particularly justified cases (with reference to reasonable, explicit cause related to the state of emergency), the student may also take the final examination electronically, using an info-communication device suitable for simultaneous image and voice transmission. The student must submit their request for that electronically to the e-mail address [dekan@etk.pte.hu](mailto:dekan@etk.pte.hu), at least 3 working days before the exam. The Faculty will notify the student about the request electronically within 2 working days.
  - (3) The defense of the thesis is organized online, which is governed by Section 8 of these regulations, with the student being entitled and obliged to present a presentation on the defense of the thesis while being in constant video contact with the Committee.
  - (4) The written final exam parts can be taken as an e-test through the Faculty's own e-test system. In the case of the written parts of the final examination, it is also obligatory to ensure a continuous visual and audio connection in all cases, given that the student is obliged to provide the opportunity to be supervised during the completion of the test. As part of this inspection, the student is required to present the room where he or she is taking the exam.
  - (5) The practical (demonstration room and / or clinical) final exam parts are held in the demonstration rooms of the Faculty of Health Sciences with the personal (not electronically assured) presence of the students in accordance with the general rules, in a way that all persons participating in the exam must be 1.5 meters apart. It is recommended that all persons participating in the final exam wear a mask and rubber gloves.
  - (6) Within 1 week after the announcement of the conditions of the final exam, the student may withdraw the application for the final exam.

#### Field and demonstration room practice

10. § (1) With regard to Section 27 of Annex 16 to the Code of Studies and Examinations, the Faculty shall organize the field and demonstration room practices after the state of emergency has ended in a way that students have until 31 August 2020 to complete those practices, the result of which will be credited to the spring semester of the 2019/2020 academic year.
- (2) If the length of the state of emergency does not allow students to complete the field practice by 31 August 2020, it will be organized for them in the autumn semester of the 2020/2021 academic year in a way that the prerequisite system is changed in their case so that they can register for the subjects, which have this field practice as prerequisite.
  - (3) If the student has started the final field or demonstration room practice required to complete his / her last semester and has completed it in a situation with direct patient contact or in demonstration room conditions, to a degree determined by the head of the institute, then the field practice can be

completed in distance, digital learning form, of which the students will be informed by the person in charge of the field, demonstration room practice.

- (4) In the case of field practice, a part of it or all of the field practice may be accepted on the basis of a certified voluntary or work activity in health care institutions according to the resolution of the head of the institute responsible for practice, if it meets the training goal specified in the educational and output requirements.

#### Thesis

11. § (1) The Dean's instruction 1/2014 and its temporary amendment, the Dean's instruction 1/2020, shall govern the formal and content rules of the thesis preparation and the rules of thesis defense.
- (2) During the online thesis defense, the rules of the online end-of-term exam contained in Section 8 of these Regulations shall apply.

#### Other provisions

12. § (1) All students, who pass the final exam by 31st August 2020 is exempted from the obligation to pass the language exam required as a prerequisite for the award of the degree.
- (2) At the Faculty, the students must receive their degrees in person and take an oath at the same time, however, during the state of emergency, the oath may be signed and sent, and the degree may be handed over as an official document.
- (3) To Section 3 (4) of Annex 4 to the Code of Studies and Examinations the following is added. The head of the institute may accept the presentation of the student who gave a presentation at the Faculty's Scientific Students' Association Conference - based on the student's request - as a thesis defense. Students, who had a presentation at the Faculty's Scientific Students' Association Conference do not have to defend their thesis, if it is submitted by the deadline, meets the requirements for the thesis and both opponents evaluate it at least with a sufficient grade. The result of the thesis defense will be the upward-rounded average of the opponents' evaluations.

#### Final provision

13. § This Order comes into effect on 7. May 2020, and shall be repealed on the day following the end of the state of emergency.

Pécs, 7. May, 2020

Dr. habil. András Oláh  
Associate professor,  
Dean

Modified schedule for the spring semester of the 2019/20 academic year

Study period	1st February 2020	9th May 2020
Registration week	27th January 2020	31st January 2020
Teaching period	3rd February 2020	9th May 2020
Spring break	13th April 2020	17th April 2020
Exam period	11th May 2020	19th June 2020
Exam Period for Graduating Students	11th May 2020	26th May 2020
Final exam period	25th May 2020	19th June 2020
Final exam period – AUGUST*	24th August 2020	28th August 2020

\* Only for graduate students who could not obtain their pre-degree certificates, because they were able to absolve their final internship during the summer, according to the regulations of the institute responsible for the programme, after the end of the state of emergency issued due to the coronavirus epidemic.