**Rector’s Directive 2/2021 (II.04.) on tasks related to education, examination and educational organization with regard to the health emergency situation in the spring semester of academic year 2020/21**

The Rector of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the ’University’), on the basis of the authorization set forth in Section 54 (12) of the Organizational and Operational Regulations of the University, in order to prevent and eliminate the consequences of Covid-19 pandemic that causes mass illnesses and endangers the safety of life and property and to protect the health and life of the citizens of the University, and in accordance with Government Decree 484/2020 (XI.10) on the second phase of protective measures applicable during the period of state of danger, stipulates the tasks related to education, examination and organization of education of the spring semester of academic year 2020/21 as follows.

1. **§**

**Scope of the Directive**

1. The personal scope of this Directive shall apply to all University citizens and every person entering the area of the University.
2. The territorial scope of this Directive shall apply to the entire area of the University including its headquarters, every campus and site of the University.
3. **§**

**General provisions on education and examination**

1. In accordance with the Joint Directive 4/B/2020. (XI.12.) of Rector and Chancellor, all educational activities (lectures, seminars, consultations, reports, presentations, written tests, examinations excluding final examinations) shall be performed online, and only in duly justified circumstances should this general rule be derogated from. Education with personal attendance (seminars, internships, practical training, tests, reports) may only be performed in cases considered by the leadership of the University and forwarded to and permitted by the Minister in charge of higher education. The application with justification shall be addressed to the Rector and submitted to the relevant Campus Director-General concerned in personal attendance education. The relevant Campus Director-General shall forward the supported applications to the e-mail address [oktatasi.rektorhelyettes@](mailto:oktatasi.rektorhelyettes@)uni-mate.hu no later than 5 days prior to the planned educational activity.
2. If it is permitted by the Minister in charge of higher education at the request of the Rector (internship, practical training), education with personal attendance shall be organized so that the protective distance of minimum 1.5 metres will be kept by taking the capacity of the classroom into account. Personal attendance education can only be requested in case of internships, practical training, classroom practical training, laboratory classes and mid-term examinations (written test, report) (hereinafter referred to as ’session’).
3. Classes and mid-term examinations involving a large number of students shall be held online in all cases providing the appropriate interactivity. In this respect, a large number of students is considered to be at least 15 students.
4. Electronic correspondence and the options of the electronic study system shall be used for keeping contact with the students. The opportunity to see the evaluation of submitted documents and written tests, exam papers must be provided, during which increased attention must be paid to keeping the security rules.
5. During the sessions permitted to be held with personal attendance in accordance with paragraph (2), the participating students and lecturers, instructors are subject to extraordinary hygiene regulations. Handwashing with soap or alcoholic hand disinfection is mandatory before starting the session, the conditions of which must be ensured at the session site. The use of face mask is mandatory in all cases! Compulsory pre-session trainings (fire and occupational health safety, data protection training) shall be carried out online. If the session is not based on a course application registered in Neptun Unified Education System, it is necessary to group the students in advance thus reducing the number of students present at a given time.
6. During the session with personal attendance, it shall be the session leader’s priority task to continuously check the correct use of personal protective equipment. The protective distance of minimum 1.5 metres shall be kept as far as possible throughout the whole session.
7. During the session, the session leader or the person authorized by them shall clean the equipment with antiviral surface disinfectant provided that it does not damage the equipment.
8. The rules set forth in paragraphs (5)-(7) shall also be complied with at indoor and outdoor venues (practice sites).
9. In case of all spaces where education with personal attendance takes place, full compliance with the provisions set forth in Section 4 (7) of the Joint Directive 4/B/2020. (XI.12.) of Rector and Chancellor is required. Surface disinfection in the rooms where student groups take turns shall be provided.
10. **§**

**Examination with personal attendance, the order of reporting and examination**

1. If mid-term examinations (report, written test) and examinations (hereinafter collectively referred to as ’examination’) cannot be organized within the framework of digital education, they shall be held in compliance with the following rules:
2. The date and place of oral exams and the expected number of students shall be determined in advance, which ensures the compliance with the epidemiological rules.
3. In case of oral exams, students must arrive at a previously arranged, scheduled time. Dates must always be communicated via Neptun Unified Education System.
4. In case of written exams, the compliance with the rules set forth in Section 2 (5) - (7) is required. In case of written exams, it is recommended to use personal articles of utility. Keeping the hygienic rules, the written exam papers can be safely evaluated after a 24-hour waiting period, but it is still recommended in this case to use a face mask or possibly rubber gloves during handling the papers.
5. Only healthy students, lecturers and instructors who do not show symptoms of the coronavirus disease are allowed to participate in the examinations. In accordance with the questionnaire included in Annex 2 of Joint Directive 4/B/2020. (XI.12.) of Rector and Chancellor, the body temperature measurement during entering the building, pre-triage of students is justified and required. It is mandatory to wear a face mask during oral and written examinations. Work surfaces and equipment must be disinfected regularly.
6. Personal hygiene rules must be strictly kept during the examination, to which the participants' attention must be drawn by written information before the examination and orally at the beginning of the examination.
7. Oral examination shall only be held in a well-ventilated room with the participation of maximum 2 students and the examiner at the same time.

During special examinations when the candidates use the equipment one after the other (e.g. fine arts, music education, sports), the equipment must be treated with a short-contact-time surface disinfectant after each use.

1. Ventilation, preferably natural ventilation, must be ensured at the place of the examination. Disinfectant cleaning is always required in the rooms, corridors and social spaces before and after the exam, including the antiviral disinfection of the frequently touched surfaces (doors, window handles, keypad, monitor, mouse, electrical and other switches, railings, faucets).
2. With respect to the semester examination period, and in accordance with the provisions of the Study and Examination Regulations, the date and time of exams must be scheduled and recorded in Neptun Unified Education System. Examination with personal attendance is only possible in particularly justified cases. When setting and assigning exam dates, students shall be informed whether the exam is held with or without personal attendance.
3. A written exam with personal attendance shall be planned exclusively with the participation of maximum 15 persons and the duration of the written exam shall not exceed 30 minutes.
4. **§**

**Provisions related to final examinations**

1. Final examinations can be conducted with and without personal attendance. Final examination without personal attendance is allowed exclusively for students not staying in Hungary and students studying at training sites out of Hungary. In order to conduct the final examinations, every institute on each campus shall prepare a detailed schedule including every final examination committee which specifies the exact date (day), time (hour and minute) place (room) of the final examination and the exact final examination committee when and where the student must appear for the final examination. The schedule shall indicate which students will complete the final examination without personal attendance. The schedule must be published for the students and the final examination committees no later than 5 working days before the start of the final examination. Students can only be included in the schedule with their Neptun ID. The placement of final examinations shall be coordinated according to the specific features of the campus and thus avoiding the grouping of students for longer periods of time.
2. The final examination schedule shall be planned according to the following aspects:
   1. each part of the final examination must be organized in one day (complex examination and dissertation / diploma thesis / portfolio defense);
   2. if the complex examination part of the final examination cannot be completed at the same time when the final examination referred to in point (a) takes place because of the material concerned, a part of it or the whole complex examination can be held at an other time with personal attendance or online; prior to the part of the examination referred to in point (a), and with providing adequate preparation time for the two parts of the examination;
   3. maximum 5 persons are allowed to be present at the same time at the place of the final examination, including the committee, the secretary and the student;
   4. according to the limit on the number of members referred to in point (c), the members of the final examination committee who do not fit in the room must be provided online access to participate in the work of the final examination committee, the secretary is responsible for providing online access;
   5. the chairman of the final examination committee must be present for the entire duration of the examination;
   6. the final examination committee shall hold a closed session after each student’s final examination and informs the student about the partial and the final result of the final examination at the end of the closed session.
3. Each institute must inform the students about the date and place of the final exam, how to approach the place, the online access route in case of a final examination without personal attendance, and the documents required for personal identification at the same time with publishing the final examination schedule referred to in paragraph (1). The information shall be published both on the website of the institute and campus and in a Neptun message sent by the territorially competent registrar’s office of the Educational Directorate Registrar’s Office.
4. In case of a final examination with personal attendance, the students and the members of the final examination committee must wear the protective equipment that is in accordance with the state of danger regulations in force on the day of the final examination. During the preparations of and the final examinations, the protective measures set forth in this Directive and in the Joint Directive 4/B/2020. (XI.12.) of Rector and Chancellor shall be fully applied (protective distance, surface disinfection, personal hygiene, etc.).
5. The final examination committees shall be formed in accordance with the Study and Examination Regulations. A member of the committee who does not have employment relationship with the University, as well as an employee over the age of 65 shall participate in the examination only without personal attendance. Committee members participating without personal presence must be recorded in the final examination report.
6. If the secretary of the final examination committee is not a member of the committee, they shall be present in person at the final examination by taking into account the limit on the number of members specified in paragraph 3 (c).
7. Students who are unable to attend the final examination because they have a confirmed Covid-19 virus infection or they are a direct contact of a Covid-19-infected person shall be given a replacing opportunity of attending the final examination free of charge by the University. The student must send an email to the Director of Institute of the competent institute no later than the end of the 3rd working day following the final examination about the fact that they have not attended the final examination and the verification of it. The Director of Institute together with the chairman and secretary of the final examination committee, determines the date of the replacing final examination.
8. **§**

**Provisions of entry into force**

1. This Directive shall enter into force on 4th February 2021 simultaneously with its publication on the university website, and its provisions shall apply from the entry into force.
2. Rector’s Directive 2/2020 (XI.19.) on tasks related to education, examination and educational organization with regard to the health emergency situation in the autumn semester of academic year 2020/21 shall be repealed from the entry into force of this Directive.

Gödöllő, 4th February 2021

**Prof. Dr. Csaba Gyuricza**

vice-rector for general affairs acting in the capacity of rector