



Special Regulations of the Academic Regulations for Students Applying to the Spring Semester of the 2019/2020 Academic Year

The Government of Hungary on 11 March 2020 declared a state of emergency in connection with protective measures against the novel coronavirus in view of which students enrolled at higher education institutions are barred from attending those institutions under point b) of Government Decree 41/2020. (III. 11.) Section 4 until ruled otherwise. The Ministry of Innovation and Technology, as the entity responsible for the management of Hungarian higher education institutions, on 11 March 2020 ordered that from 23 March, all higher education institutions, taking into consideration their respective specialities, are to switch to online-only courses until further notice. Students are barred from attending the higher education institutions under the distance education arrangement.

Under Section 1 (2) of Order 3/2020. (II. 28.) issued jointly by the Rector and Chancellor establishing Eötvös Loránd University's Epidemiological Operative Coordinating Body, the responsibilities of the Epidemiological Operative Coordinating Body shall include, among others, the coordination of the implementation of measures introduced by external authorities as well as the preparation of internal university protocols.

Acting within the appropriate regulatory framework in the field of education, among others, is also a priority under the distance education arrangement introduced on 23 March, so as to guarantee the interests of students as well as predictable operations.

In view of the above principles, Eötvös Loránd University's Epidemiological Operative Coordinating Body, in the interest of maintaining the smooth operation of the university and establishing the principles of uniform and predictable education and assessment practices – with a view to establishing the conditions and basic principles of the distance education arrangement – shall draw up unique interim Regulations of Training and Examination (TVSZ) for the period until they are approved by the Senate. In line with university practices, faculty representatives and student unions all took part in the preparation and commenting of the interim TVSZ. The document serves to provide guidelines for the application of certain provisions of the Academic Regulations for Students (HKR) under the distance education arrangement in a way that is clear and easy to comply with for a broad circle of the university's community. The interim TVSZ covers the framework of the distance education arrangement and the manner in which it is to be implemented, including the rights and obligations of students and instructors.

We publish the unique interim Regulations of Training and Examination below in a consolidated, tabular form that besides the footnotes, *the changes that have been made from May 11, 2020 are highlighted by entries underlined and in italics.*

	SPECIAL REGULATIONS OF THE ORGANISATIONAL AND OPERATIONAL REGULATIONS VOLUME 2 ACADEMIC REGULATIONS FOR STUDENTS IN A STATE OF EMERGENCY	REMARKS
1.	Instructions issued by the Epidemiological Operative Coordinating Body (Hungarian abbreviation: JOKT) shall apply without being bound by the present Regulations.	Decisions issued by the JOKT shall be applied both in the cases of past and future JOKT decisions concerning provisions of the HKR and its Annexes.
2.	The present Regulations and the Remarks section are to be interpreted together, with the provisions of the Regulations being applied in consideration with the Remarks.	The Remarks are intended to elaborate on the “legislative” intentions of the Regulations. The present section serves to provide an interpretation of the Regulations and a guideline for their application, with their contents to be applied in conjunction with the provisions of the Regulations.
3.	Students and instructors have a mutual responsibility to cooperate in the fulfilment of the academic and exam obligations.	Emphasising this existing basic principle in the present Regulations is especially important because the distance education arrangement to be applied during the state of emergency is an entirely new concept that was introduced in a sudden manner. As a result, the new arrangement may lead to certain situations that are not covered in detail by the Regulations. When finding a solution in such situations, cooperation between the parties involved in the education process is especially important.
4.	When the present Regulations permit deviation from existing academic criteria, the new criteria must not result in more burdensome or more academic requirements for students.	As a guarantee rule, in order for students to be able to meet the academic requirements, instructors may not introduce additional requirements under the distance education arrangement.
5.	Provisions referring to instances in which the student is to receive notification are to be interpreted as a written notification to be sent to the student electronically.	Several provisions in the present Regulations allow for modifications to be made to the academic requirements and their fulfilment of which the student must be notified before a given deadline. Students are to be notified of any changes to the academic requirements in writing via an electronic interface (Neptun message or a Microsoft Teams group message), rather than verbally.
5/a. ¹	Under Section 3 (1) of Government Decree 101/2020. (IV. 10.), the spring semester of the 2019-2020 academic year shall not be taken into consideration when applying Section 45 (1) of Nftv. and Section 39 of the HKR on the consecutive interruption of the student status.	The current semester is to be ignored in the case of the interruption of the student status for a maximum duration of two semesters.

¹ Effective: 22 April 2020.

6.	Rules applying to the new arrangement of distance education may deviate from Section 54 (6) of the Academic Regulations for Students (hereinafter: HKR).	This provision regulates the academic breaks that can be ordered by the Rector and the Dean. Considering the ongoing state of emergency, the Rector or Dean shall have the authority to order more breaks than the maximum number specified in the provision in question.
8. ²	Section 62 of the HKR shall be expanded to include the following paragraph (3): “(3) If, due to its nature, the course in question – under the decision of the Dean – cannot be taught in a distance education setting, or completed, but the student is able to complete it by the first day of the study period of the autumn semester of the 2020-2021 academic year, it shall be counted towards the academic requirements fulfilled in the spring semester of the 2019-2020 academic year, otherwise the Director of Education shall see to the course’s cancellation. When cancelling the course, any fines imposed due to a student exceeding the limit for the number of times he/she can register for the course must also be addressed.”	The Dean must notify the Director of Education of any course that cannot be completed in a distance education setting, after which the Director shall move to cancel the course. Fines imposed on students who exceed the limit of the number of times they can register for the course are to be <ul style="list-style-type: none"> - refunded if they had already been paid, - annulled if they had not yet been paid. If, however, the student is able to complete the course by the start of the next semester’s academic period, it is to be counted towards the academic requirements fulfilled in the spring semester of the 2019-2020 academic year.
9.	Rules applying to the new arrangement of distance education may deviate from Section 63 (1) of the HKR.	Class attendance policies specified by the syllabus may be waived.
10.	Section 63 (3) of the HKR shall be expanded to include the following point e): <i>(Practice and seminar fulfilment requirements could be:)</i> “e) in view of the distance education setting, any other requirement of which the Student must be notified by no later than 6 April 2020.”	The methods of obtaining a practical or seminar grade may be expanded to include new methods which enable the Student to fulfil the course requirements in a distance education setting. If an instructor introduces a new option for completing the course, he/she must notify the students thereof by no later than 6 April.
11.	The practical requirement referred to in Section 63 (4) of the HKR can be modified if necessary, of which students must be notified by no later than 6 April 2020.	In the distance education setting, instructors have the option of modifying the preliminary practical requirements. Students must be notified of any changes made to the requirements by no later than 6 April.
12.	Section 65 (1) and (2) of the HKR shall not be applied under the distance education arrangement.	Printing out the exam sheet and sending it to the Office of Educational Affairs along with the use of a sheet for validating oral exams is not feasible during a state of emergency.
13.	Section 65 (5) of the HKR shall be applied with the instructor entering the Student’s oral exam grade into the Neptun system during the exam as opposed to the validating sheet.	Providing a paper-based validating sheet of the oral exam as regulated by the HKR is unfeasible in a distance education setting. The instructor shall therefore enter the grade which the student is given verbally into the Neptun system during the exam, with the

² Effective: 22 April 2020.

		<p>student being able to verify that the grade entered into Neptun corresponds to the grade received verbally. It is important to underline that the grade must be entered into the Neptun system at the time of the exam, as opposed to after it. <i>The student may voice a complaint during the exam, too.</i></p>
14.	<p>Point b) of Section 66 (1) shall be replaced by the following provision:</p> <p><i>(If the student has not received an excuse note specified under Section 63 (5), and the lecturer monitors attendance, due to the student's absence)</i></p> <p>“b) If the student is absent for more than a quarter of his/her classes – irrespective of whether the absences happened prior to or following the declaration of the state of emergency – the instructor shall ensure that the student can complete the course by creating additional assignments.”</p>	<p>Section 66 (1) regulates the amount of absences a student is allowed from practice-oriented courses like seminars, lab practices or project lab classes, along with the rights and obligations of the instructor pertaining to the student's absence rate.</p> <p>Eötvös Loránd University's Epidemiological Operative Coordinating Body, when issuing its provisions pertaining to the novel coronavirus, had already considered any preventive absences excused prior to the introduction of the distance education arrangement, and the new arrangement may see cases in which a student is unable to take part in a course for technical reasons. In this case, the student must still be guaranteed the opportunity to complete the course, which is done in the form of the instructor creating additional assignments for the student in question. If attendance is monitored in the distance education setting, the instructor must clearly inform students of its manner.</p>
15.	<p>Point c) of Section 66 (1) cannot be applied.</p>	
16.	<p>Rules applying to the new arrangement of distance education may deviate from Section 66 (2).</p>	<p>The student must be informed of the maximum number of absences allowed from laboratory practice during the first class of the semester. Under the distance education arrangement, the instructor may modify this limit.</p>
17.	<p>The instructor shall have the option of deviating from the provisions of Section 66 (5). If the instructor opts to deviate from said provisions, the deadlines referred to in Section 66 (4) may also be extended to no later than the end of the examination period.</p>	<p>The requirements of a practical grade must be fulfilled during the study period, but, at the request of the students, the head of the organisational unit responsible for the course, upon seeking the opinion of the instructor, may allow for extra assignments (e.g. retakes for in-class tests) that students perform before the end of the study period but no later than during the first week in the examination period, in order to obtain a grade.</p> <p>The instructor may deviate from this provision, meaning that the student shall have the option of fulfilling the given course criteria during the examination period.</p>

18.	<p>Section 67 (1) of the HKR shall be expanded with the following point g):</p> <p><i>(Exams can be)</i> “g) any other form of assessment of which, in view of the distance education arrangement, the student is notified by no later than 30 April 2020.”</p>	<p>Similarly to practical and seminar grades, assessment types used in the cases of exam grades should also be expanded to include methods not applied in the past that enables the student to complete the course even by methods not yet specified under the distance learning arrangement. In the event that the instructor introduces a new method for completing the course, the students shall be notified thereof by no later than 30 April.</p> <p>In the cases of special needs students, instructors are advised to send out the notifications ahead of this deadline, given that they may face additional difficulties during their preparation.</p>
19.	<p>The type of exam referred to in Section 67 (2) of the HKR may be modified if deemed necessary by the instructor, of which students must be notified by no later than 30 April 2020.</p>	<p>This rule serves to guarantee that students are notified as soon as possible, but by no later than 30 April, of any changes made to the exam type to be passed in view of the distance education arrangement.</p> <p>In the cases of special needs students, instructors are advised to send out the notifications ahead of this deadline, given that they may face additional difficulties during their preparation.</p>
20.	<p>Rules applying to the new arrangement of distance education may deviate from Section 67 (3)-(5) of the HKR.</p>	<p>These provisions regulate how the type “A” and type “B” combined exams are to be taken, from which the instructor may deviate.</p>
21.	<p>Rules applying to the new arrangement of distance education may deviate from Section 68 (2) of the HKR.</p>	<p>The rule that comprehensive exams are exclusively oral exams, or type “A” or “B” combined exams and must be held on the same day may be overridden.</p>
22.	<p>In the event that an instructor chooses to deviate from Section 68 (2) of the HKR, he/she must notify students thereof by no later than 30 April 2020.</p>	<p>This rule serves to guarantee that students are notified as soon as possible, but by no later than 30 April, of any changes made to the comprehensive exam in view of the distance education arrangement.</p> <p>In the cases of special needs students, instructors are advised to send out the notifications ahead of this deadline, given that they may face additional difficulties during their preparation.</p>
23.	<p>Section 68 (3) of the HKR cannot be applied.</p>	<p>On the basis of the above regulations, the rule that comprehensive exam requirements cannot be modified in the education period already in session cannot be applied. At the same time, expanding the range of material making up the comprehensive exam requirements in line with the general regulations is unfeasible.</p>

23/a.	<p><u>Section 68/B (1) and (2) of the HKR shall be replaced by the following provisions:</u></p> <p><u>“(1) Based on their performance throughout the semester, the instructor may offer the Student a grade (offered grade). The offered grade can be entered into the Electronic Registration System from from 1 November and 1 April to the first day of the third week of the exam period.</u></p> <p><u>(2) The Student has until the end of the third week of the exam period to accept or reject the offered grade in the Electronic Registration System. The Student can only accept an offered grade if they have not registered for an exam.”</u></p>	<p><u>The amount of time required to correct the increased number of semester completions warrants extending the deadline for entering offered grades into the Electronic Registration System by one week.</u></p>
23/b.	<p><u>In the case of an online written exam, students may exercise their right to inspect their graded exam as laid out in Section 69 by turning to the instructor in writing in the event that they dispute their grade.</u></p>	<p><u>The evaluation of a student’s performance is based on principles and techniques different from those that apply in the case of paper-based written exams. Therefore, if a student has doubts about the way their exam was graded, they are to raise the issue with the instructor in writing, who will then address the matter after reviewing the student’s online exam.</u></p>
24.	<p>In the case of a written exam, instructors may choose to deviate from Section 72 (1) of the HKR.</p>	<p>The HKR, as a general rule, stipulates that the instructor must verify the identity of the student at the exam. Verifying a student’s identity is also important during an exam taken in a distance education setting.</p> <p>In the case of such an exam, the instructor shall consider the student’s identity verified by their logging into the Neptun system (and thereby the Canvas or Moodle systems). Conducting an exam in any other manner, however, may result in disruptions.</p> <p>This provision serves to ensure that whenever possible, the student’s identity can be verified, but if it cannot be or cannot fully be verified, the student is still able to take the exam, with their score being considered valid, if the instructor so decides.</p>
25.	<p>Section 72 (5)-(6) of the HKR cannot be applied.</p>	<p>When conducting oral exams in a distance education setting, the requirement of public accessibility must be waived and conducting the exams on the University’s premises or anywhere else in person is prohibited.</p>

26.	<p>Section 78 of the HKR shall be replaced by the following provision:</p> <p>“Section 78 The student shall submit the thesis – with the exception of a thesis containing classified information – via the Electronic Registration System by the deadline set by the Faculty. The Faculty may establish rules other than those set forth in the Special Provisions pertaining to the method of the submission of the thesis, submission or other procedural deadlines. Students shall be notified of any such changes at least 14 days prior to the submission deadline.”</p>	<p>Starting this semester – in line with an earlier decision issued by the Senate – students are required to submit the thesis via the Neptun system. The only exceptions to the rule are theses containing domestic or foreign classified information in line with <i>Act CLV of 2009 on the Protection of Classified Information</i>. The standard submission forms and deadlines set out by the Faculty in the Special Provisions of the HKR (on the basis of a fixed mandate) may be changed for the sake of feasibility based on the decision of the Faculty, of which students must be notified by no later than 14 days before the submission deadline.</p>
27.	<p>Oral assessment of the student’s knowledge (including oral exams, foundation exams, comprehensive exams, thesis defences, the oral part of the final examination and – unless otherwise specified by the Doctoral Regulations – the oral defence of the doctoral dissertation) is to be carried out by means of an electronic device providing simultaneous audio and video transmission.</p> <p>The student may be required to present an ID card prior to the start of the assessment.</p> <p>During an oral assessment, <u>the student shall not be permitted to use ear or headphones</u>. No other person may be present in the room or area occupied by the student, which the instructor must verify as best as possible. Section 72 (3) of the HKR shall apply in the event of a breach of this rule.</p> <p>The rule does not apply to registered special needs students if they are impaired in their verbal communication or the execution of the exam from a technical standpoint (e.g. the use of a computer or working with online interfaces). In their case, the presence of a personal helper, note-taker, captioner, sign or oral interpreter shall be permitted. In this case, the camera must be set up in a way so that both the student and their helper are visible.</p> <p><u>Video or audio recordings are prohibited during an oral exam.</u></p> <p><u>The instructor shall inform the student of the exam’s procedure by no later than the start of the exam. In this context, the</u></p>	<p>The basic requirement for an oral examination is a simultaneous audio-visual connection between the student and the examiner.</p> <p>The instructor may request that the student verify their identity by presenting an identity document (e.g. personal ID card, passport, driver’s licence or student ID).</p> <p><u>The student is not permitted to use ear or headphones, in order to eliminate the possibility of their being aided by a third party.</u></p> <p>The student may be required to present his/her surroundings at the beginning of the exam or at any time during the examination. If it turns out that another person is present at the examination, the instructor is entitled to interrupt the student's examination and give the student a fail grade [Section 72 (3) of the HKR]. Special needs have already been allowed to be accompanied by a helper provided that they notified their disability coordinator or the person’s presence four working days before the exam [cf. Section 210 (6) of the HKR].</p> <p><u>Under an opinion issued by the National Authority for Data Protection and Freedom of Information (NAIH), the recording of video or audio during an oral exam is unlawful, and is therefore prohibited for the student, examiner and any other participant.</u></p> <p><u>In view of the various unique and drastically different requirements, it is impossible to regulate how the exams are conducted in a uniform manner. The student must be informed of the details relating to the</u></p>

<p><u><i>instructor may deviate from the provision laid out in Section 72 (4) of the HKR.</i></u></p> <p>An oral assessment requires the <u>constant</u> presence of a second instructor or examiner. The candidate (student) may only be present for the exam via the use of an electronic device. If a technical issue (such as the loss of internet connection) renders the exam impossible</p> <ol style="list-style-type: none"> a) prior to the start of the exam, [cf. Section 72 (2)] the participants must attempt to re-establish connection once all the other exams scheduled for the day in question are completed. Failing this, the student must be guaranteed an opportunity to attempt the exam again at the nearest possible date. b) prior to the start of the exam, [cf. Section 72 (2)] the participants must make an immediate attempt to troubleshoot the issue in question and the exam must be continued. However, during this attempt, the instructor shall be authorised to ask additional exam questions. In the event that the problem is not fixed, the participants must attempt to re-establish connection once all the other exams scheduled for the day in question are completed. Failing this, the student must be guaranteed an opportunity to attempt the exam again at the nearest possible date. <p>An exam hampered by technical issues shall not qualify as an attempted exam [cf. point b) of Section 52 (1) of the HKR] or an unsuccessful exam [cf. Section 71 (7) of the HKR].</p> <p>In the event of technical issues arising during a written exam (such as the loss of internet connection), the exam shall not qualify as an attempted exam or an unsuccessful one. In this case, the student must be ensured another attempt at the exam, with the instructor deciding whether that attempt shall be a written or oral one.</p>	<p><u><i>circumstances of the exam before the exam begins. This involves matters like whether the student is provided preparation time and if so, whether notes prepared during the preparation should be presented or sent to the examiner; the rules around drawing an exam topic; what is the specific procedure to be followed in the case of a technical problem; the method of communicating the students' grades in the case of a comprehensive examination, a foundation exam, a final examination, etc. The Dean – and regarding to final exams in teachers training, the Director-General of the Teacher Training Centre – is entitled to issue instructions for this.</i></u></p> <p>As with regular oral exams, the presence of an additional person besides the instructor and the candidate must be ensured as a way of <u>guaranteeing the integrity of the exam</u>. However – with the exception of the personal helper of a special needs student – this person cannot be in the same location as the student. Therefore, a non-examiner instructor or another student must join the online exam interface. The presence of an instructor can also be accomplished by physical means (e.g. with multiple instructors being in the same location). In the event of a technical issue (see below) for any person present at the exam, this requirement must be met during the next exam attempt. To this end, the instructor and the student are obliged to cooperate with each other.</p> <p>In the event that the exam is rendered impossible due to a technical issue on the side of either the student or the instructor, the student must be permitted to attempt the exam again at a later date. Both the student and the instructor must make attempts to re-establish the connection in the event of a technical issue.</p> <p>The nearest possible date is understood as a date that works for both the instructor and the student. This new exam date shall be set by consulting (via any device) under the general obligation of cooperation.</p> <p><u><i>In the event that the other instructor or student present for the exam encounter technical problems, further instructors or students may be invited in to the exam so as to guarantee the exam's integrity. If this solution fails, the exam is to be held at a later date in line with the rules specified above.</i></u></p>
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		<p>[Pursuant to Section 72 (2) of the HKR, the exam is to commence when the student receives the first exam question. Following the exam, the student is to receive a grade for their performance.]</p> <p>HKR Section 52 (1) <i>In addition to criteria defined in Section 59 (3) points b), c) and paragraph (4) of Nftv. – based on authorisation in Section 59 (3) point a) – a student must be dismissed from a programme if</i> (...) <ul style="list-style-type: none"> b) a study unit, which forms part of a programme’s curriculum, has not been completed after six attempts, excluding failed attempts and exams due to uncompleted weak prerequisites. </p> <p>HKR Section 71 (7) If the student is absent from an exam without a justifiable excuse and has not exercised the right to postpone it, the exam is regarded unsuccessful and is included in the number of exam registrations for the semester, but is not included in the number of possible attempts to achieve a grade. An absence is only justifiable if it occurs due to reasons beyond the student’s control or attributed to external circumstances. A justified absence is seen as postponing the exam.</p>
28.	<u>According to the decision of the Dean, rules applying to the new arrangement of distance education – with the exception of a thesis containing classified information – may deviate</u> from Section 79. (6) of the HKR.	When conducting thesis defences in a distance education setting, it is <i>possible</i> to deviate from the requirement of public accessibility.
28/a.	Under Section 13 of Government Decree 101/2020. (IV.10.), when applying Section 83 of the HKR, the rules of the current arrangement of distance education may deviate from those specifying the headcount of the final examination committee and its external member, provided that the consists of a chair and at least one member, with at least one of the committee’s members being a university of college professor or a university or college associate professor.	The final examination committee may be assembled in line with the relaxations outlined in Government Decree 101/2020.
28/b.	Under Section 4 of Government Decree 101/2020. (IV. 10.), reallocations for the 2020-2021 academic year as regulated by	Performance-based reallocations from state-funded to tuition-paying course category will not be concluded this year, but students will

	Section 48 (2) of Nftv. and Section 132 of the HKR shall be organised in 2020.	still have the chance to be allocated from tuition-paying to state-funded status.
29.	The requirement for submitting a request in writing as per Section 144 (5) of the HKR shall be met pursuant to point c) of Section 147 (1).	In the case of first-instance disciplinary proceedings, the student shall be required to submit his/her request in writing. This must be done via the Neptun system, or in its absence, via e-mail.
30.	Points a) and b) of Section 147 (1) along with paragraphs (2) and (4) cannot be applied. The only exceptions to this rule are requests for the replacement of an erroneous degree certificate or the issuance of a new certificate due to a change made to the student's birth certificate, which the student may initiate filling out and mailing the relevant request form with the original certificate attached.	Any request, petition, application or document that in the past was to be submitted by mail or in person can now only be sent to the University electronically via the Neptun system, or in its absence, via e-mail. The original degree certificate is required to be sent in by mail because a corrected version can only be issued with the simultaneous revocation of the original certificate.
31.	Points a) and b) of Section 150 (1) of the HKR, along with paragraph (2) and Section 151 (2) cannot be applied. The following documents can be sent by mail as detailed under the " E-administration for Students " section on the University's website: <ul style="list-style-type: none"> a) a verification form issued by the University b) official certificates c) a temporary student ID d) invoices e) degree certificates and their supplements, transcripts f) degree certificate/supplement/transcript duplicates <p>In the event of a conflict with the provisions of Section 151 (3), documents are to be delivered to the student's representative via e-mail. The presumption of delivery, regardless of whether or not the message is viewed, shall be set within five days from the sent date.</p>	When handling the student's case, the University may only send the document to the student via the Neptun system or, in its absence, via e-mail. Documents may also be sent by mail. For more information, please see the " E-administration for Students " section on the University's website. The student shall be responsible for reading the document sent electronically, and it is therefore appropriate to assume a presumption of legal consequences pertaining to the document's delivery (e.g. setting the starting point for the appeal period). This presumption is refutable, meaning that if the student or other person involved in the case can prove non-delivery or that the delivery had taken place at another time (for instance, the e-mail appeared in the student's inbox at a later point in time, the IT system can confirm receipt of the message, etc.) then the presumption falls. Failing this, the date of delivery shall be deemed to be the fifth day following the send date.
32.	In the case of first-instance proceedings, the student may be interviewed in absentia. In this case, the summons must state the manner in which the case is to be heard. In accordance with Section 152 (3) and (4) of the HKR, a verbal summons may be used in absentia proceedings.	The student's testimony may be heard with the aid of electronic devices.
33.	The call for correction referred to in Section 156 (2) of the HKR may be issued in the same manner and procedure as a	The call for correction may be issued verbally, in which case it must be accompanied by a minutes or notes, or via

	verbal summons or the delivery of documents.	the Neptun system, or, in its absence, via e-mail.
34.	No hearing can be held in the case of a first-instance case, and a mail vote may be called.	In this case, the exclusive nature of an out-of-court settlement shall be justified.
35.	<p>Section 164 of the HKR shall be replaced by the following provision:</p> <p>“Section 164 (1) The official decision may be appealed within the specified deadline. The compulsory elements of the appeal shall be the following: the student’s name and Neptun code, the student’s address, the name of the student’s home faculty, the case number of the decision being appealed.</p> <p>(2) The appeal is to be filed at hjb@kancellaria.elte.hu. The Student Appeals Board shall send a confirmation of the appeal within three working days of its receipt. An appeal sent to any other address or in any other manner shall be deemed a formal error and shall be rejected by the Board without substantive examination.</p>	Second-instance proceedings require greater focus from the students as well. By establishing the manner in which the appeal is to be submitted along with its minimal content items, the Regulations aim to sustain the efficiency of the work of the Board.
36.	No second-instance hearing may be attended in person and a mail vote may be called. The rules on the delivery of documents in first-instance cases shall apply to the issuance of the decision.	Measures equivalent to those of first-instance proceedings.
37.	<p>Section 169 (1) of the HKR shall be expanded to include the following point c):</p> <p><i>(The student is liable to disciplinary action for)</i></p> <p>c) violating the rules formulated by the Epidemiological Operative Coordinating Body in a state of emergency</p>	This provision serves to establish strict legal consequences for failure to comply with decisions issued in the current situation.
38.	First and second-instance disciplinary proceedings shall be conducted using an electronic device capable of providing simultaneous audio and video transmission. During the course of the proceedings, the student may be required to present an ID, which must be noted. Disciplinary matters may be decided on by mail vote. The rules on the delivery of documents in first-instance cases shall apply to the issuance of the decision	Procedural actions requiring personal attendance shall not be applied, but in view of the fact that the hearing is a guarantee element in disciplinary proceedings, it must be ensured that it can be carried out.
39.	The in-person hearing guaranteed to the student referred to in Section 189 (3) of the HKR shall be conducted using an electronic device capable of providing simultaneous audio and video	The student must be guaranteed the right to a hearing prior to the Dean’s decision on the student’s request to be exempted from the disciplinary punishments imposed in the

	transmission. During the proceedings, the student may be required to present an ID, which must be noted.	disciplinary case. The hearing cannot be attended in person.
40.	In the case of a written exam, the instructor shall ensure more time for a special needs student taking the exam by modifying the time limit for finishing the exam if the special needs student in question signals his/her need for such a modification in the manner laid out in Section 210 (4) of the HKR. Written exam questions and tests must also be prepared and uploaded in a format accessible to a visually impaired student using a screen reader software.	The time limit on a written exam may be extended by 30% for special needs students, which they must also be ensured in a distance education setting. The student in question must notify the instructor of his/her need for additional time at least four working days ahead of the date of the exam in order to be eligible for this modification. Disability coordinators shall provide professional support in the preparation of an exam format accessible by a visually impaired student.
41.	The processes pertaining to courses and student assessments handled within the Electronic Registration System shall run undisturbed under the distance education arrangement. An exception to this rule is the need to set another exam date due to a technical issue as referenced in point 27. In this situation, students are not required to register for a different exam date.	The distance education setting does not change the requirement that the listing of courses, registration for exams, the entry of grades and completion of any other activities carried out in the Neptun system must continue to be done via Neptun. Actions to be carried out via Neptun must continue to be carried out via that interface (e.g. students may not register for an exam by reaching out to the instructor). The single exception to this rule is the need to set another exam date due to a technical issue.
42.	The present Regulations shall apply in the event of any contradictions between the Special Provisions of the HKR and the present Regulations. At the recommendation of the Dean, the JOKT shall be authorised to <ul style="list-style-type: none"> a) deviate from the provisions of the faculty-specific special provisions, but the Dean's decision must not conflict with the provisions of the present Regulations. b) establish special provisions pertaining to the various faculties within the confines of the present Regulations. The present provisions shall be published in a consolidated form by no later than 31 March 2020.	The present Regulations shall apply in the event of any contradictions between itself and a special provision pertaining to a specific faculty. Any special provision pertaining to a given faculty shall be established by the JOKT on the basis of the recommendation of the Dean. These provisions may involve <ul style="list-style-type: none"> a) deviating from an existing special provision, but such a decision must not conflict with the provisions of the present Regulations, b) establishing new provisions within the confines of the present regulations.
43.	The Dean may introduce regulations different from those in the Admission Regulations, Annex 4 of the HKR, in the interest of ensuring that admission requirements can be met without the need for in-person attendance.	Given that the admission procedure may only be carried out in absentia, the special regulations must ensure the possibility to deviate from the regulations laid out in the Admission Regulations.

SPECIAL REGULATIONS OF THE HKR PERTAINING TO THE FACULTY OF LAW³

1.	Rules applying to the new arrangement of distance education may deviate from Section 238 (3) of the HKR.	This provision makes it possible to coordinate the start of the final examination period in line with the General Provisions of the HKR with the regular exam period, while allowing its final date to extend beyond the regular exam period.
2.	Section 242 (1)-(2) of the HKR shall be replaced with the following provision: “Doctoral oaths at the Faculty of Law may also be taken in writing, with the doctoral certificate being handed over after the graduate has taken the doctoral oath.”	Doctoral conferment ceremonies cannot be organised at the Faculty of Law during the state of emergency, but it is important that students receive their certificates in the event that the state of emergency is still in effect in late summer.

³ Effective 22 April 2020.

	SPECIAL REGULATIONS OF THE DOCTORAL REGULATIONS (2016) ANNEX 6 OF THE HKR IN A STATE OF EMERGENCY	REMARKS
1.	Applicants must be notified on time of the method of passing the entrance exam – which may be changed to a written exam – referred to in Section 27 of the Doctoral Regulations (hereinafter: DSZ), Annex 6 of the HKR. Oral entrance exams must be carried out by means of an electronic device providing simultaneous audio and video transmission. During the course of the exam, the student may be required to present an ID, which must be noted.	Entrance exams up until now have been carried out in the form of oral exams attended in person by the applicants. In view of the distance education arrangement, the method of organising the entrance exams must be modified, of which applicants are to be notified as soon as possible. Oral entrance exams must be carried out similarly to other oral exams.
2.	Applicants shall be notified of the admission decision via e-mail.	The decision is issued in the same manner as other decisions.
2/a. ⁴	Under Section 3 (1) of Government Decree 101/2020. (IV. 10.), the spring semester of the 2019-2020 academic year shall not be taken into consideration when applying Section 53 (4) of Nftv. and Section 33 of the Doctoral Regulations.	The current semester is to be ignored in the case of the interruption of the doctoral student status for a maximum duration of two semesters in the research and dissertation phase (the second four-semester phase following the comprehensive examination).
2/b	<i><u>The doctoral school may choose to deviate from the minimum credit requirement pertaining to reallocation referenced in Section 34 (1) of the Doctoral Regulations.</u></i>	<i><u>Given that reallocations will not be concluded this academic year in the case of undergraduate programmes, it is justified to also apply this to doctoral programmes regulated by the currently valid Doctoral Regulations. The minimum number of credits a student must obtain in order to avoid being reallocated to tuition-paying status is normally determined by the doctoral school or the doctoral programme's training plan, so a decision to deviate from it may be made by the doctoral school. Such a decision does not require amending the faculty doctoral regulations or the training plan, as reallocations pertaining to the current academic year are to be decided on by the doctoral school based on the authority granted by the TVSZ.</u></i>
3.	Rules applying to the new arrangement of distance education may deviate from Section 44 (1) of the DSZ.	Instructors may deviate from the preliminary requirements pertaining to the attendance of lectures, seminars and practical lessons as well as the consequences of absences.
4.	Fulfilment of the requirements laid out in Section 47 (3) of the DSZ may be modified as necessary, of which students must be notified by no later than 6 April 2020.	The option to deviate from the student's obligation to report on their progress, the student's assessment and the forms of the completion of the programme as defined in the curriculum, the training programme and the student's training plan.

⁴ Effective 22 April 2020.

5.	Students must be notified of the method of passing the part of the comprehensive examination referred to in Section 48 (4) of the DSZ – which can be done in writing – by no later than 6 April 2020.	In view of the distance education arrangement, the method of passing the comprehensive examination may be modified, of which students are to be notified as soon as possible, but by no later than 6 April.
6.	Applicants must be notified on time of the method of passing the oral entrance exam referred to in Section 50 of the DSZ, which can be changed to a written exam.	Applicants who begin their doctoral studies with the comprehensive examination and without preliminary doctoral training must pass an oral entrance exam in order to be eligible to sit for the comprehensive examination (habitus investigation). In view of the distance education arrangement, the method of passing the habitus investigation may be modified, of which applicants are to be notified as soon as possible
7.	Rules applying to the new arrangement of distance education may deviate from the provisions of Section 53 (1) and (2) of the DSZ.	It is possible to deviate from the requirement of sitting for the comprehensive examination in front of an examination board and of making it accessible to the public.
7/a. ⁵	Under Section 14 of Government Decree 101/2020. (IV.10.), the rules of the current arrangement of distance education may deviate from those specifying the headcount of the comprehensive examination board and its external member, provided that the board consists of at least two members and all members may be persons employed by the institution operating the doctoral school.	The comprehensive examination board may be assembled in line with the relaxations outlined in Government Decree 101/2020.
7/b. ⁶	Under Section 3 (1) of Government Decree 101/2020. (IV. 10.), the spring semester of the 2019-2020 academic year shall not be taken into consideration when applying Section 53 (4) of Nftv. and Section 59 of the Doctoral Regulations.	The deadline for submitting the doctoral dissertation extends the third (fourth) calendar year following the day of the comprehensive examination with the number of days in the current semester.
8.	It shall be possible to deviate from the requirements concerning the submission of the doctoral dissertation and its abstracts as referred to in Section 62 of the DSZ. Students must be notified of the modified requirements on time.	The doctoral dissertation and its abstracts are required to be submitted both in print and electronic form. The faculty regulations may prescribe additional requirements pertaining to their submission. The various faculties may opt to deviate from these forms of submission.
9.	Rules applying to the new arrangement of distance education may deviate from paragraphs (1), (6) and (10) of Section 69 of the DSZ. The public disputation referenced in Section 63 (3) of the DSZ is to be carried out by means of an electronic device providing simultaneous audio and video transmission. During the course of the disputation, the	The special regulations applying to the state of emergency may deviate from the various stages and rules of the doctoral procedure, such as deadlines specified in the DSZ or the use of secret ballots. The public disputation is to be organised using telecommunication devices. The date of the defence of the dissertation must be announced in advance and anyone may register for it provided they provide the necessary details. Those

⁵ Effective 22 April 2020.

⁶ Effective 22 April 2020.

	student may be required to present an ID, which must be noted. Ensuring the publicity of the dissertation defence shall require preliminary registration. Closed-door defences shall not be permitted during the state of emergency.	registering for the distance dissertation defence must also be provided information on the method by which the defence is organised.
10.	Section 84 of the DSZ cannot be applied.	Taking the doctoral oath is a requirement of the doctoral procedure which cannot be waived. The doctoral conferment ceremony therefore cannot be organised in a state of emergency.
11.	The present Regulations shall apply in the event of any contradictions between the faculty doctoral regulations or the operational regulations of the doctoral school and the present Regulations.	The special regulations pertaining to the faculty and doctoral school are to be applied in the spirit of the present Regulations. Therefore, in the event of a conflict between the regulations, the provisions and principles of the present Regulations shall apply.

	SPECIAL REGULATIONS OF THE ORGANISATIONAL AND OPERATIONAL REGULATIONS VOLUME 1 ANNEX 12 DOCTORAL REGULATIONS (2013) IN A STATE OF EMERGENCY	REMARKS
1.	<u>The doctoral school may choose to deviate from the minimum credit requirement pertaining to reallocation referenced in Section 34 (1) of DSZ2013.</u>	<u>Given that reallocations will not be concluded this academic year in the case of undergraduate programmes, it is justified to also apply this to doctoral programmes organised under the previous system. The minimum number of credits a student must obtain in order to avoid being reallocated to tuition-paying status is normally determined by the doctoral school or the doctoral programme's training plan, so a decision to deviate from it may be made by the doctoral school. Such a decision does not require amending the faculty doctoral regulations or the training plan, as reallocations pertaining to the current academic year are to be decided on by the doctoral school based on the authority granted by the TVSZ.</u>
1/a.	Rules applying to the new arrangement of distance education may deviate from Section 40 (1) of DSZ2013.	The rule that instructors may deviate from the preliminary requirements pertaining to the attendance of lectures, seminars and practical lessons as well as the consequences of absences is also applicable to the doctoral programme type currently being phased out.

2.	Fulfilment of the requirements laid out in Section 43 (3) of DSZ2013 may be modified as necessary, of which students must be notified by no later than 6 April 2020.	The option to deviate from the student's obligation to report on their progress, the student's assessment and the forms of the completion of the programme as defined in the curriculum, the training programme and the student's training plan is also applicable to the doctoral programme type currently being phased out.
3.	Rules applying to the new arrangement of distance education may deviate from Section 65 (2) of DSZ2013.	The option to deviate from the requirement of sitting for the comprehensive examination in front of an examination board and of making it accessible to the public is also applicable to the doctoral programme type currently being phased out. The general rule that exams cannot be attended in person on the University's premises or anywhere else also applies to the comprehensive examination.
4.	It shall be possible to deviate from the requirements concerning the submission of the doctoral dissertation, as referred to in Section 67/B of DSZ2013. Students must be notified of the modified requirements on time.	The doctoral dissertation is required to be submitted both in print and electronic form. The faculty regulations may prescribe additional requirements pertaining to its submission. The faculty may opt to deviate from these forms of submission.
5.	Rules applying to the new arrangement of distance education may deviate from paragraphs (1) and (6) of Section 70 of DSZ2013. The public disputation referenced in Section 70 (3) of DSZ2013 is to be carried out by means of an electronic device providing simultaneous audio and video transmission. During the course of the disputation, the student may be required to present an ID, which must be noted. Ensuring the publicity of the dissertation defence shall require preliminary registration. Closed-door defences shall not be permitted during the state of emergency.	The special regulations applying to the state of emergency may deviate from the various stages and rules of the doctoral procedure, such as deadlines specified in DSZ2013 or the use of secret ballots. The public disputation is to be organised using telecommunication devices. The date of the defence of the dissertation must be announced in advance and anyone may register for it provided they provide the necessary details. Those registering for the distance dissertation defence must also be provided information on the method by which the defence is organised.
6.	Section 78 of DSZ2013 cannot be applied.	Taking the doctoral oath is a requirement of the doctoral procedure which cannot be waived. The doctoral conferment ceremony therefore cannot be organised in a state of emergency.
7.	The present Regulations shall apply in the event of any contradictions between the faculty doctoral regulations or the operational regulations of the doctoral school and the present Regulations.	The special regulations pertaining to the faculty and doctoral school are to be applied in the spirit of the present Regulations. Therefore in the event of a conflict between the regulations, the provisions and principles of the present Regulations shall apply.