



ELTE EPIDEMIOLOGICAL OPERATIVE COORDINATING BODY B R I E F I N G

Amendments to Eötvös Loránd University’s temporary special academic and exam regulations pertaining to the hybrid education model enacted in view of the state of epidemiological preparedness covering regulations on student assessment

22 October 2020

Government Decree no. 283/2020. (VI. 17.) issued by the Government of Hungary has introduced a state of epidemiological preparedness.

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 (e.g. tasks related to education activities, isolation, dormitory closures, management of student affairs, etc.).

In addition to guaranteeing the provision of quality education and other university activities, Eötvös Loránd University’s Epidemiological Operative Coordinating Body is also responsible for safeguarding the health of university citizens and minimising the potential risks of a virus outbreak.

In view of the above principles, Eötvös Loránd University’s Epidemiological Operative Coordinating Body, with the issuance of its Briefing, has ordered the implementation of a “hybrid education model” for the autumn semester of the 2020/2021 academic year. The Body drew up unique interim Regulations of Training and Examination (TVSZ) pertaining to the hybrid education model on 7 September 2020, which it has amended to include more detailed regulations on student assessment.

The TVSZ issued in the spring semester of the 2019/2020 academic year (Special Regulations of the Academic Regulations for Students pertaining to the distance education arrangement ordered in view of the state of epidemiological emergency) shall expire on the first day of the autumn semester of the 2020/2021 academic year.

The present TVSZ contains exclusively the special regulations pertaining to the hybrid education model and will be amended in the event that the University is again forced to implement a full or partial distance education arrangement. The TVSZ therefore primarily regulates activities undertaken during the study period, while more detailed regulations pertaining to exams and assessment will be issued at a later date upon a review of the experiences gained during the spring semester of the 2019/2020 academic year.

Changes to the earlier regulations are marked in **bold**.

	<p align="center">SPECIAL REGULATIONS OF THE ORGANISATIONAL AND OPERATIONAL REGULATIONS VOLUME 2 ACADEMIC REGULATIONS FOR STUDENTS FOR THE AUTUMN SEMESTER OF THE 2020/2021 ACADEMIC YEAR</p>	<p align="center">REMARKS</p>
1.	<p>Instructions issued by the Epidemiological Operative Coordinating Body (Hungarian abbreviation: JOKT) shall apply without being bound by the present Regulations.</p>	<p>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.</p>
2.	<p>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.</p>	<p>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.</p>
3.	<p>Students and instructors have a mutual responsibility to cooperate in the fulfilment of the academic and exam obligations.</p>	<p>Emphasising this existing basic principle in the present Regulations is especially important because certain situations may arise when the Regulations do not provide a detailed guideline. When finding a solution in such situations, cooperation between the parties involved in the education process is especially important.</p>
4.	<p>When the present Regulations permit deviation from existing academic criteria in view of the hybrid education model, the new criteria must not result in more burdensome or more academic requirements for students.</p>	<p>As a guarantee rule, in order for students to be able to meet the academic requirements, instructors may not introduce additional requirements under the hybrid education model.</p>
5.	<p>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.</p>	<p>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.</p>
6.	<p>Section 17 of the HKR shall be expanded to include the following paragraph (2a):</p> <p>“(2a) The course may be organised in the following forms:</p> <p style="margin-left: 20px;">a) a course requiring the student’s in-person attendance (hereinafter: in-person course)</p>	<p>The form in which the course is organised is to be specified under the “Remarks” section in Neptun and may be one of the following:</p> <p style="margin-left: 20px;">a) an in-person course no different from how courses were held prior to the state of emergency,</p> <p style="margin-left: 20px;">b) a fully online course which can be:</p> <p style="margin-left: 40px;">ba) a synchronous online course</p>

	<p>b) online course which may be ba) a synchronous online course in which the instructor and students participate online in real time at the time specified in the syllabus, bb) an asynchronous online course in which the instructor and students participate online but not in real time, c) a blended course which may be ca) a combination of courses according to points a) and ba), cb) a combination of courses according to points a) and bb).</p> <p>The form in which the course is organised is to be entered into the Electronic Registration System by 4:00 PM on 1 September 2020.”</p>	<p>organised according to the schedule but in an online space, bb) an asynchronous online course which does not require that the instructor and the students be online at the same time; this type of course may be completed according to a schedule drawn up by the students and the instructor with the help of digital course materials, c) a blended course that combines elements of in-person and online courses: ca) in-person and synchronous online classes are held in real time, cb) academic obligations comprise in part participation in in-person classes and in part the completion of non-real time online assignments.</p>
7.	<p>Section 35 of the HKR shall be expanded to include the following paragraph (1a):</p> <p>“(1a) Enrolment is primarily done in person. Students will only be allowed to enrol in absentia if they have submitted a request to do so in advance and have been granted permission to pursue their studies in a distance education setting.”</p>	<p>A situation may arise when a freshman student starts the semester in a distance education setting. In this case they must be allowed to enrol in absentia, in line with the opportunities guaranteed by the relevant laws. Digital enrolment is conditional on permission to pursue studies in a distance education setting.</p>
8.	<p>The HKR shall be expanded to include the following Section 36/A:</p> <p>“Section 36/A (1) Students may be granted permission to participate in distance education on the basis of a request submitted via the Electronic Registration System in the following cases: a) the entry of the student into Hungary is hindered due to the situation surrounding the pandemic, b) the student has been diagnosed with a disease that makes their participation in in-person classes risky, c) the student belongs to a vulnerable age group, d) the student shares a household with person at risk according to points b) or c) during their studies,</p>	<p>The student may request permission via Neptun to pursue their studies in a distance education arrangement before or during the semester. The decision of the Dean is transferable in line with Section 139 (3) of the HKR. Once the permission has been granted, the student shall contact their instructors electronically to discuss how the courses they have registered for can be completed. Based on the decision of the Dean, the instructor is obliged to ensure the student the possibility of completing the course in question, except in the case of courses that, due to their nature, can only be completed by in-person attendance, during which the exemptions laid out in Section 74 (7) of the HKR can be applied.</p>

	<p>e) other justifiable reasons.</p> <p>(2) The decision on the request is made by the Dean of the student's home faculty.</p> <p>(3) The permission shall be valid until the circumstance giving rise to the request ceases, but no later than the end of the semester.</p> <p>(4) After being granted permission to participate in distance education the student shall contact the instructors of the courses they have registered for in order to discuss how the courses can be completed.</p> <p>(5) The instructor is obliged to ensure the student the possibility of completing the course, except in the case of courses that, due to their nature, can only be completed by in-person attendance. In the event that an online course is offered for the completion of the study unit in question, the student may be transferred to the online course on the basis of the permission.”</p>	<p>If the faculty offers several courses for a given activity within a semester, which can be completed either online or in person (regardless of whether content-wise they are free or derivative), it shall be possible to redirect the student to an online course.</p>
9.	<p>Under Article 79 (4) of Act LVIII of 2020, the spring semester of the 2019/2020 academic year shall not be taken into consideration when applying Article 45 (1) of Nftv. on the prolonged suspension of the student status and Section 39 of the HKR.</p>	<p>The spring semester of the 2019/2020 academic year is to be ignored in the case of the suspension of the student status for a maximum duration of two consecutive semesters.</p>
10.	<p>Section 62 of the HKR shall be expanded to include the following paragraph (3):</p> <p>“(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, the Student Affairs and Registrar’s Office shall see to the course’s cancellation at the end of the semester and shall notify the student who has permission to attend the course in a distant education setting. 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.”</p>	<p>The Dean must notify the Director of Education of any course that cannot be completed in a distance education setting. The Student Affairs and Registrar’s Office shall move to cancel such courses in the cases of students pursuing their studies in a distance education arrangement. Fines imposed on students who exceed the limit of the number of times they can register for the course are to be</p> <ul style="list-style-type: none"> - refunded if they had already been paid, - annulled if they had not yet been paid.
11.	<p>The special regulations may deviate from Section 63 (1) of the HKR.</p>	<p>Class attendance policies specified by the syllabus may be waived. The way in which the rules deviate from the regular attendance policies are to be specified in the Neptun system.</p>

12.	<p>Section 63 (3) of the HKR shall be expanded to include the following point e):</p> <p><i>[Practice and seminar fulfilment requirements could be:]</i></p> <p>“e) in the case of online or blended courses, any other requirement of which students must be notified by the end of the first week of the study period.”</p>	<p>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 new ways stemming from the online and blended forms of hybrid education that were not regulated earlier. If an instructor introduces a new option for completing the course, he/she must notify the students thereof on the first week of classes. The instructor must also notify students of possible changes to the rules on the completion of the mandatory internship due to a change in circumstances on the external partner’s end (e.g. the work schedule of a public education institution or dual partner).</p>
12/a ¹	<p>Section 64 of the HKR shall be expanded with the following points (1a)-(1c):</p> <p>“(1a) Exams may be carried out in the following education organisational forms:</p> <p>(a) in-person exams with the student physically present;</p> <p>(b) online exams which may be</p> <p style="padding-left: 40px;">ba) a synchronous online exam in which the instructor and the student are present online in real time,</p> <p style="padding-left: 40px;">(bb) an asynchronous online exam in which the instructor and the student are present online but not in real time;</p> <p>(c) a combined exam in which a combination of the exam types referred to in points (a) and (ba) is carried out.</p> <p>A student with permission to pursue their studies in a distance education setting may only take an online exam, which is to be arranged by the instructor</p> <p>(1b) The Dean of the Faculty, or in the case of the teacher training programme, the Director-General of the Teacher Training Centre, may</p>	<p>In parallel with the practice developed in connection with the hybrid education model, it is also justified to create a legal framework for hybrid examinations. As part of this framework, the “traditional” in-person exam format remains an option. Another possibility is that the exam can be organised online in its entirety, either with the instructor and the student present at the same time (for both oral and written exams), or the exam can be held online but not in real time e.g. in the case of a Canvas written exam. Finally, an exam format in which a given exam is conducted in such a way that some students are physically present while others join the exam online is also possible. In the cases of students with permission to pursue their studies in a distance education setting, the student's physical presence is ruled out and they must therefore be provided the opportunity to take their exams online (having the same number of exam opportunities as students who pursue their studies in a traditional arrangement) if the exam is fundamentally designed assuming that the student is physically present. The decision on the format of the exams can be made by the head of the faculty. In the absence of such a decision, the rules of the HKR shall</p>

¹ Effective 2 November 2020.

	<p>determine the form in which the exam is to be carried out.</p> <p>(1c) The planned organisational form of the exam be entered into the Neptun system when the exam date is posted."</p>	<p>apply, i.e. it shall be up to the instructor to determine the format of the exam.</p>
12/b ²	<p>Section 65 (2) of the HKR shall not be applicable in the case of a student not physically present (hereinafter: online candidate).</p>	<p>It is not possible to print out the exam sheet and send it to the Student Affairs and Registrar's Office, or to issue a student verification form in the case of an online exam.</p>
12/c ³	<p>Section 65 (5) of the HKR shall apply in the case of an online candidate in such a way that the result of the oral exam is entered into the Neptun system by the instructor during the exam.</p>	<p>Issuing a paper-based verification that the student has passed the exam as regulated by the HKR is not feasible during an online exam. Therefore, the instructor is to enter the exam grade communicated to the student verbally into Neptun during the exam, which can immediately be seen by the student. The timing of the grade's entry into the system is crucial and must strictly take place during the exam as opposed to afterwards. The student may also raise an objection during the exam.</p>
12/d ⁴	<p>Points b) and c) of Section 66 (1) of the HKR shall be replaced with the following provisions: <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 classes, the instructor shall ensure the completion of the course by giving the student an extra assignment, or is otherwise entitled to give extra assignments to the student or withhold giving a practical grade; c) if the student is absent from more than a third of the classes – except in the case of courses where attendance is mandatory – the student cannot be awarded a practical grade "</p>	<p>Section 66 (1) regulates the extent of permissible absences from practice-oriented courses (e.g. seminars, laboratory practice, project labs, etc.) and the instructor's rights and obligations when it comes to absences, depending on their extent.</p> <p>As part of its preventive measures against coronavirus, the Epidemiological Operative Coordinating Body Eötvös Loránd University prohibits those displaying symptoms characteristic of the virus [cough, shortness of breath, fever (a body temperature of 38 degrees or higher), fatigue, sudden loss of taste or smell] from coming onto the university campus. Students who</p> <p>a) have been in direct contact with a person infected with coronavirus in the previous 10 days, b) are subjects of ongoing contact</p>

² Effective 2 November 2020.

³ Effective 2 November 2020.

⁴ The renumbering of provision 12/a to 12/d shall be effective 2 November 2020. Provision 12/d shall enter into effect on 12 September 2020.

		<p>research, c) are subject to official epidemiological measures (e.g. home quarantine) are also barred entry onto campus.</p> <p>Direct contact indoors is a meeting within a distance of 1.5 meters without wearing a mask, close contact, or staying in a smaller, unventilated room, regardless of distance, in which the infected person stayed for a longer period (more than half an hour without wearing a mask).</p> <p>If a student is absent from more than a quarter of in-person classes, the instructor must provide them the opportunity to complete the course. The only exceptions to this are courses for which the deans have indicated that, due to their nature, can only be completed by in-person attendance.</p> <p>However, in the case of synchronous online courses, the student can be expected to participate in real time while being physically absent from the University. Therefore, the general provisions on absence apply in this case (but are not relevant in the case of asynchronous courses).</p>
13.	<p>Section 67 (1) of the HKR shall be expanded with the following point g): <i>(Exams can be)</i></p> <p>“g) any other form of assessment in the case of online or blended courses of which the student is notified by the end of the first week of the study period.”</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, of which students are to be notified by the end of the first week of the study period.</p>
14.	<p>Section 67 (2) of the HKR is to be applied in a way that if the type of exam set out in the study plan is modified, students are to be notified thereof by the end of the first week of the study period.</p>	<p>This rule serves to guarantee that students are by the end of the first week of the study period of any changes made to the exam type to be passed in view of the hybrid education model.</p>
14/a ⁵	<p>The special regulations may deviate from Section 68 (2) of the HKR.</p>	<p>The special regulations applying to the state of epidemiological preparedness may deviate from the rules on comprehensive exams, according to which they may only be a combined “A” and “B” exams and must be held on a single day.</p>

⁵ Effective 2 November 2020

14/b ⁶	<p>Paragraphs (1) and (2) of Section 68/B are to be replaced with the following provisions:</p> <p>“(1) Based on their performance throughout the semester, the instructor may offer the Student a grade (offered grade). The offered grade may be entered into the Electronic Registration System from 1 November and 1 April by no later than the first day of the third week of the exam period.</p> <p>(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.”</p>	<p>To provide more time for corrections it is necessary to extend the deadline for entering offered grades into the Electronic Registration System.</p>
14/c ⁷	<p>In the case of an online written exam, students may exercise their right to inspect their graded exam in accordance with Section 69 in such a way that if the online candidate disputes the result of the exam, they may contact the instructor in writing.</p>	<p>Grading in online systems is based on different principles and techniques than in the case of paper-based written exams. Therefore, if there is any doubt about the way the online written exam was corrected, the student will notify the instructor in writing, who will then be able to provide an answer after reviewing the exam interface.</p>
14/d ⁸	<p>The special regulations may deviate from Section 72 (1) of the HKR in the case of online written exams.</p>	<p>The HKR stipulates as a general rule that the instructor is obligated to verify the identity of the participants in the exam. Identifying the candidate is even important in the case of an online written exam.</p> <p>During an online written exam, it is to be assumed that the online candidates identify themselves by logging into Neptun (and through it the Canvas or Moodle system). The identification of the candidates in other types of online written exams may result in interruptions.</p> <p>The purpose of this provision is to ensure that the candidates are identified, if possible, but also to</p>

⁶ Effective 2 November 2020

⁷ Effective 2 November 2020

⁸ Effective 2 November 2020

		<p>ensure that the exam can actually take place and be considered valid – if the instructor so decides – in the event that this requirement is not met or only met partially.</p>
<p>14/e⁹</p>	<p>The student's online oral assessment (including the oral examination, the foundation exam, the comprehensive examination, the thesis defence, the oral part of the final examination and - unless otherwise provided in the Doctoral Regulations - the defence of the doctoral dissertation) is carried out simultaneously by electronic means .</p> <p>Prior to starting the online oral examination, the student may be required to present an ID.</p> <p>During the online oral exam, the student is prohibited from using earphones or headphones. The instructor should make sure, if possible, that the student is taking the exam alone without anybody else present in the room. In the event of a breach of this rule, Section 72 (3) of the HKR shall apply.</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>Video or audio recordings are prohibited during an oral exam.</p> <p>The instructor shall inform the student of the exam's procedure by no later than the start of the exam. In this context, the instructor may deviate from the provision laid out in Section 72 (4) of the HKR.</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>The student is not permitted to use ear or headphones, in order to eliminate the possibility of their being aided by a third party.</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>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.</p> <p>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 circumstances of</p>

⁹ Effective 2 November 2020

	<p>An oral assessment requires the constant 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> <ul 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</p>	<p>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.</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 guaranteeing the integrity of the exam. 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>In the event that the other instructor</p>
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	<p>another attempt at the exam, with the instructor deciding whether that attempt shall be a written or oral one.</p>	<p>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.</p> <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)</p> <p><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> (...)</p> <p>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>
15. ¹⁰	<p>Section 78 of the HKR shall be replaced with the following provision:</p> <p>“Section 78 The student shall submit the thesis – with the exception of a thesis</p>	<p>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</i></p>

¹⁰ Amendment effective 2 November 2020

	containing classified information – via the Electronic Registration System by the deadline set by the Faculty.”	<i>CLV of 2009 on the Protection of Classified Information.</i>
15/a ¹¹	With the Dean’s permission – with the exception of classified theses – the special regulations may deviate from Section 79 (6) of the HKR in the case of an online thesis defence.	When conducting thesis defences in a distance education setting, the requirement of public accessibility must be waived.
15/b ¹²	The processes related to the student assessment in the Electronic Learning System shall continue unchanged. An exception to this rule is the case referred to in provision 14/e when the student is forced to attempt the exam at a different date due to a technical issue, in which case it is not necessary to register for a new exam date.	Registration for exams, the entry of grades and other events related to a student’s studies in Neptun must still be recorded in the Neptun system in the case of an online exam. The actions to be taken there must still be handled within the system (meaning, for instance, that students cannot register for exams by simply contacting the instructor). The only exception to this rule is the postponement of an exam due to a technical issue.
16.	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.
17.	Points a) and b) of Section 147 (1) of the HKR along with paragraphs (2) and (4) of the same section 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.
18.	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: a) a verification form issued by the University b) official certificates c) a temporary student ID	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

¹¹ Effective 2 November 2020

¹² Effective 2 November 2020

	<p>d) invoices e) degree certificates and their supplements, transcripts f) degree certificate/supplement/transcript duplicates</p> <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>	<p>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.</p>
19.	<p>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.</p>	<p>The student's testimony may be heard with the aid of electronic devices.</p>
20.	<p>The call for correction referred to in Section 156 (2) of the HKR may be issued in the same manner and procedure as a verbal summons or the delivery of documents.</p>	<p>The call for correction may be issued verbally, in which case it must be accompanied by a minutes or notes, or via the Neptun system, or, in its absence, via e-mail.</p>
21.	<p>No hearing can be held in the case of a first-instance case, and a mail vote may be called.</p>	<p>In this case, the exclusive nature of an out-of-court settlement shall be justified.</p>
22.	<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. (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 formatting error and shall be rejected by the Board without substantive examination."</p>	<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.</p>
23.	<p>No second-instance hearing may be attended in person and a mail vote may be called. The rules on the delivery of</p>	<p>Measures equivalent to those of first-instance proceedings.</p>

	documents in first-instance cases shall apply to the issuance of the decision.	
24.	<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 a health crisis or emergency or a state of epidemiological preparedness.</p>	This provision serves to establish strict legal consequences for failure to comply with decisions issued in a state of a health crisis or emergency or a state of epidemiological preparedness.
25.	<p>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.</p>	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.
26.	<p>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 transmission. During the proceedings, the student may be required to present an ID, which must be noted.</p>	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 disciplinary case. The hearing cannot be attended in person.
27.	<p>The present Regulations shall apply in the event of any contradictions between the Special Provisions of the HKR and the present Regulations.</p> <p>At the recommendation of the Dean, the JOKT shall be authorised to</p> <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. <p>The present provisions shall be published in a consolidated form by no later than 31 August 2020.</p>	<p>The present Regulations shall apply in the event of any contradictions between itself and a special provision pertaining to a specific faculty.</p> <p>Any special provision pertaining to a given faculty shall be established by the JOKT on the basis of the recommendation of the Dean and the approval of the faculty council. These provisions may involve</p> <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.

28. ¹³	In the event that admission requirements can be met without the need for in-person attendance, the Dean – or in the case of the teacher training programme, the Director General of the Teacher Training Centre – may introduce regulations different from those in the Admission Regulations, Annex 4 of the HKR.	The admission procedure may also be conducted online, with the rules deviating from those laid out in the Admission Regulations to be determined by the Dean/Director General.
29.	Section 481 (1) of the HKR shall be replaced by the following provision: “Section 481 (1) Admission to a given track in the Ethnic Minority Kindergarten Educator and Ethnic Minority Primary School Educator programmes is determined in the admission procedure rather than in the framework of the track selection procedure following the student’s admission. In the case of non-ethnic minority-related programmes, classes are conducted in the field of study chosen in the education major, and in the kindergarten educator major in the study groups according to the chosen specialisations. Students of the class of 2020 are to choose their specialisations from among the fields of study and specialisations listed in the admissions guide in the semester of their enrolment, no later than 5 days before the end of the study period.	The epidemiological state of emergency warrants reducing the number of in-person participants in the various early semester procedures to the extent that the conditions allow.

	SPECIAL REGULATIONS OF THE DOCTORAL REGULATIONS (2016) ANNEX 6 OF THE HKR IN A STATE OF EPIDEMIOLOGICAL PREPAREDNESS	REMARKS
1.	Under Article 79 (4) of Act LVIII of 2020, the spring semester of the 2019/2020 academic year shall not be taken into consideration when applying Article 53 (4) of Nftv. and Section 33 of the Doctoral Regulations.	The spring semester of the 2019/2020 academic year 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).

¹³ Amendment effective 2 November 2020

2.	Rules applying to online and blended forms of the hybrid education model may deviate from Section 44 (1) of the EDSZ.	In the case of online and blended courses, instructors may deviate from the preliminary requirements pertaining to the attendance of lectures, seminars and practical lessons as well as the consequences of absences.
3.	Under Article 79 (4) of Act LVIII of 2020, the spring semester of the 2019/2020 academic year shall not be taken into consideration when applying Article 53 (4) of Nftv. and Section 59 of the Doctoral Regulations.	The deadline for submitting the doctoral dissertation is extended with the calendar days of the spring semester of the 2019/2020 academic year. In the case of those who passed the comprehensive examination in the spring semester of the 2019/2020 academic year the deadline shall be extended by the number of days between the comprehensive exam and the end of the semester (the spring semester of the 2019/2020 academic year ends on 31 August 2020 in the doctoral programme).
4.	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 EDSZ. 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.
5.	Rules applying to the state of epidemiological preparedness may deviate from paragraphs (1), (6) and (10) of Section 69 of the EDSZ. The public disputation referenced in Section 63 (3) of the EDSZ 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.	The special regulations applying to the state of epidemiological preparedness may deviate from the various stages and rules of the doctoral procedure, such as deadlines specified in the EDSZ or the use of secret ballots. The public disputation (dissertation defence) may be organised using online tools. 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 absentia dissertation defence must also be provided information on the method by which the defence is organised.
6.	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.

	<p align="center">SPECIAL REGULATIONS OF THE ORGANISATIONAL AND OPERATIONAL REGULATIONS VOLUME 1 ANNEX 12 DOCTORAL REGULATIONS (2013) IN A STATE OF EPIDEMIOLOGICAL PREPAREDNESS</p>	<p align="center">REMARKS</p>
1.	<p>Rules applying to the state of epidemiological preparedness may deviate from Section 40 (1) of EDSZ2013.</p>	<p>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.</p>
2.	<p>It shall be possible to deviate from the requirements concerning the submission of the doctoral dissertation, as referred to in Section 67/B of EDSZ2013. Students must be notified of the modified requirements on time.</p>	<p>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.</p>
3.	<p>Rules applying to the state of epidemiological preparedness may deviate from paragraphs (1) and (6) of Section 70 of EDSZ2013.</p> <p>The public disputation referenced in Section 70 (3) of EDSZ2013 is to be carried out by means of an electronic device providing simultaneous audio and video transmission. During the course of the disputation, the doctoral candidate may be required to present an ID, which must be noted. Ensuring the publicity of the dissertation defence shall require preliminary registration.</p>	<p>The special regulations applying to the state of epidemiological preparedness may deviate from the various stages and rules of the doctoral procedure, such as deadlines specified in EDSZ2013 or the use of secret ballots.</p> <p>The public disputation may also be organised using online tools. 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.</p>
4.	<p>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.</p>	<p>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.</p>

1. The present Regulations shall enter into force – with the exceptions laid out in points 2. and 3. – on July 30, 2020.
2. Provision 12/d of the Special Regulations of the Organisational and Operational Regulations Volume 2: Academic Regulations for Students for the Autumn Semester of the 2020/2021 Academic Year shall enter into force on September 12, 2020.
3. Provisions 12/a-12/c, the renumbering of provision 12/a to 12/d, provisions 14/a-14/e and the amendments to provisions 15., 15/a-15/b and 28. shall enter into force on 2 November 2020.