

## INSTRUCTION OF THE DEAN

**In accordance with the rule „Instruction of the Rector on the specific rules of the Academic and Examination Rules and Regulations of the University of Debrecen in the event of an emergency” (hereinafter: provisional AER) the supplement (hereinafter: provisional faculty AER) of the relevant part of the Academic and Examination Rules and Regulations of the Faculty (hereinafter: faculty AER), appendix 4 containing specifics of the Faculty of Pharmacy**

1. The provisional faculty AER allows deviations from previously announced or specified requirements in view of distance education; the new requirements shall not result in a more difficult completion of the requirements and shall not increase their extent.
2. Regarding the state of emergency declared by the Government the departments/ institutions shall announce the special instructions for distance education and the declaration of the acceptance of semester in the Hungarian and English bulletin in a separate chapter after each subject, especially highlight the participation of seminars and practices, evaluation of written tests and practice grades, and also the evaluation and method of exams for spring semester of 2019/2020 academic year.
3. Specific rules in the event of emergency for students participating undivided training  
In accordance with the decision of the Senate of the University of Debrecen dated 27<sup>th</sup> March 2020, in view of the state of emergency, following the spring semester of 2019/2020 academic year, certain student activities may be completed by 31<sup>st</sup> August 2020, such student activities apply to the spring semester of 2019/2020 academic year.

The Faculty of Pharmacy accomplishes the educational program announced to the 2019/2020 academic year despite of the state of emergency.

During the extraordinary educational period until the 31<sup>st</sup> of August 2020 if the state of epidemiological emergency exists it is prohibited to ask students to enter the university. The completion of classroom and laboratory occasions, lectures and practices, the evaluation of students has to be organized regarding this requirement maximally.

4. The faculty AER 2. § (2) paragraph has to be used the following  
The members of Educational Committee (TAB) get the requests electronically and the declaration of acceptance or not acceptance is sent by email. In case of controversial questions on-line meeting can be organized by the invitation of the members of the committee.
5. The faculty AER 3. § (1) paragraph is complemented with the following:  
In the state of emergency the aptitude examinations at the Occupational Health Service will not take place. Student has no opportunity to appear at the examination, but the pharmacy practice can be started without it by filling and sending back the voluntary declaration what is requested by the Faculty of Pharmacy and can be downloaded from the website of the Hungarian Chamber of Pharmacists. The declaration signed by the head of accepting pharmacy and the student is sent back electronically from the email address of the student what is provided and registered in the Neptun system. It is signed and

electronically returned to the student and the pharmacy by the Dean of the Faculty of Pharmacy.

6. The faculty AER of 4. § shall be taken into account according to the followings:  
In view of the state of emergency declared by the Hungarian Government in the academic year of 2019/2020 dates of the summer practice and the final exam practice may change. If a student applies for volunteer work, he/she must fill in and return a voluntary declaration, which can be downloaded from the website of Hungarian Chamber of Pharmacists. The volunteer work is done at their own risk and students must be aware that they need to fulfil their distant educational obligations. Volunteer work in public pharmacies certified this way might be included in the student's summer practice time.
7. The faculty AER of 5. § shall be taken into account according to the followings:  
In view of the state of emergency declared by the Hungarian Government in the academic year of 2019/2020 students have no opportunity for personal administration, only for electronic administration.
8. The faculty AER of 6. § (2) shall be taken into account according to the followings:  
During the emergency, the conditions of obtaining a semester signature are set out in Bulletin „Special rules for the emergency in 2nd semester of the academic year 2019/2020” may partially change; otherwise the previous paragraphs of Bulletin apply.
9. The faculty AER of 6. § (3) is amended as follows:  
In the event of emergency the obligatory summer practices and the final exam practices in public pharmacies can be started after the academic term-time, if no exam period has been announced yet, or after closing the academic term-time and the exam period. The obligatory summer practices and the final exam practices can only be started after the students have filled in and returned a voluntary declaration, requested by the Faculty of Pharmacy, which can be downloaded from the website of Hungarian Chamber of Pharmacists. Students must electronically send the declaration signed by the head of accepting pharmacy and the student from the email address provided and registered in the Neptun system. It is signed and electronically returned to the student and the pharmacy by the Dean of the Faculty of Pharmacy.  
  
In view of the state emergency students who are taking part in the final exam practices, and assigned to institutional pharmacy practice in this period must complete the practice in public pharmacies instead.  
  
If a student applies for volunteer work, he/she must fill in and return a voluntary declaration, which can be downloaded from the website of Hungarian Chamber of Pharmacists. The volunteer work is done at their own risk and students must be aware that they need to fulfil their distant educational obligations. Volunteer work in public pharmacies certified this way might be included in the student's summer practice time.
10. The faculty AER of 9. § (1) of shall be taken into account according to the followings:  
In the event of emergency attendance at lectures is only possible in the form of distant education, which is not obligatory. Students have the opportunity to download the lecture material via eLearning system and participate the electronic consultation held by the lecturer.

11. The faculty AER of 9. § (2) shall be taken into account according to the followings:  
In the event of emergency attendance at seminars and practices is confirmed by logging in to the eLearning system and/or by the attendance list assigned by the professor. In the emergency section of Bulletin each department declares the conditions of fulfilling seminars, practices and obtaining signatures.

12. The faculty AER of 12. § shall be taken into account according to the followings:  
In view of the state emergency the Faculty will decide on the method of the examination and the starting date of the exam period later. The examination methods (written, oral, minimum questions etc.) previously published in the Bulletin may be changed in case of emergency, but the departments in the emergency section of Bulletin must announce it.

In view of the emergency the planned dates of the written and oral state exam at the Faculty of Pharmacy in the current year may change, the Hungarian training placements will set the new dates after consultation with each other and the National Final Examination Committee.

13. The faculty AER of 13. § (1) shall be taken into account according to the followings:  
In view of the emergency, students may electronically request a review of the written mid-year examinations in such a way, that the examiner will be sending the corrected test electronically to the students. The Educational Organization Unit (hereinafter EOU) will decide later the organization of the exams.

14. The faculty AER of 13. § (2) shall be taken into account according to the followings:  
In view of the emergency, EOU will decide later about the date of commencement of the exam period and the conditions of the examination. However, it is possible for each department to change the way of examination that will be published by each department in the emergency section of Bulletin.

15. The faculty AER of 13. § (3) shall be applied in such a way that:  
In view of the emergency, EOU will decide later about the date of commencement of the exam period and the conditions of the examination. However, it is possible for each department to change the way of examination that will be published by each department in the emergency section of Bulletin.

16. The faculty AER of 14. § shall be applied in such a way that:  
In view of the emergency, Educational Organizational Unit will decide later about the date of commencement of the exam period and the conditions of the examination. However, departments will decide about the acceptance of the semester and the conduct of examination according to the emergency section of Bulletin.

17. The faculty AER of 16. § shall be applied in such a way that:

In view of the emergency, thesis defense can be done electronically as follows:

- The thesis defense committees will make courses in the eLearning system (according to the number of the faculty defense committee).
- Students assigned to their committee must upload here a ppt presentation (consisting of at least 10 slides) about their thesis including the answers to the referees' questions.
- Students defend their thesis via logging in a Webinar so the committee has opportunity to ask questions from the students.

- The Education Office will send information about the date of defense and the way of upload.
- The committee evaluates the thesis and the defense during the web conference via Webinar.

18. The third sentence of faculty AER 17. § is amended as follows:

The National Final Examination Committee appoints the date of the written state exam.

19. The faculty AER of 17. § shall be applied considering the follows:

The original dates of written and oral state exams of the Faculty of Pharmacy may be changed in the view of the emergency. The Hungarian training placements will appoint the new date after consulting with the National Final Examination Committee.

The University will organize the state exam despite the emergency situation. For the duration of state exam, students may enter the territory of the University. During the state examination, it must be ensured that students do not contact with other people, and keep a distance of at least 1,5 meters.

The higher education institution – according to the Act CCVI of 2011 on National Higher Education, Government Decree 87/2015. (IV.9.) 59 § (1) - may change the external member and the number of members of the state examination committee at the time of the emergency. The committee shall consist of a chairman and at least another member. Furthermore, at least one of the state examination committee members has to be professor or associate professor.

The examination committee at the practical state exam at the Faculty of Pharmacy shall consist of one tutor of the university, while the committee of written state exam shall consist of two tutors of the university and a court reporter.

20. The faculty AER of 19. § shall be applied considering the follows:

In view of the emergency situation, students or former students may enter the territory of the university in order to receive their diploma. It must be ensured that students do not contact with other people, and keep a distance of at least 1,5 meters. Students who passed the state exam in the 2019/2020 academic year can participate in the graduation ceremony organized by the Faculty the following year.

21. Special provisions for the practice:

21.1. Each department should conduct the practices primarily through the e-Learning system of the university at the time stated in the original timetable. Student attendance must be justified based on published electronic attendance sheets. If the given practice cannot be carried out only in electronic form, the number of contact hours required must be stated, which must be communicated to the Dean in writing. As the duration of the semester and the emergency is unpredictable, efforts should be made to record and publish these contact hours in video form and based on that, to accomplish distance education. For fulfilment it is also necessary that students receive data and exercises to prepare lab notes at home, which they can then upload electronically to the system. The student should be given the opportunity per week for an electronic consultation with the lecturer (Skype, webex, etc.).

- 21.2. The lecturer must document the implementation of the practical subject in the form of distance education and the fulfilment of its requirements together with the student attendance.
  - 21.3. If personal participation in the practical lesson is inevitable, the lecturer must consult with the head of the institute, the director of studies, the dean, the deputy dean and try to postpone the practice to the next semester. Rescheduling should not increase the student's ideal length of studies. If the prerequisite for a later subject is not met due to the rescheduling of a practical subject, the student is allowed to take the subject without a prerequisite. If the fulfilment of the rescheduled practice is a prerequisite for the exam to be completed in the spring semester of the 2019/2020 academic year, the student may take and pass the exam. In this case, the rescheduled practice must be done in some form until the end of the extraordinary education period.
22. Conditions for obtaining practical course grades and exam grades, rules of the examination method:
    - 22.1. Information on how to obtain practical grades is provided by each department in the "Completion of the spring semester of the 2019/2020 academic year in times of emergency" section of the Bulletin, and the students will be notified of the publication of that by 15 April 2020 via the Neptun electronic study system.
    - 22.2. Both the tests for the practical grade and the implementation of the examinations must be documented, so the e-Learning system should be used wherever possible. The usual rules apply to the storage of written tests in the e-Learning system.
23. The electronic examination:
    - 23.1. Examinations during the epidemiological emergency can only be accomplished in a way that does not require a personal appearance. Based on this, the Dean of the Faculty of Pharmacy may grant permission to the implementation of electronic examinations. The permit must be sent electronically by the departments / institutes to the email address of the Dean's Office [gytk@pharm.unideb.hu](mailto:gytk@pharm.unideb.hu).
    - 23.2. If possible, the electronic examination can be done in writing via e-Learning or orally using webinar software. To document the oral exams, an audio recording should be made using the webinar software.
    - 23.3. The student must be provided with information about the handling of his / her personal data in advance (before starting the exam or when applying for the exam) and in a documented manner. For the sake of documentation, the publishing of the *Data Management information about the data processing performed by the Faculty of Pharmacy of the University of Debrecen during the oral examination within the framework of the digital distance education announced by the Government Decree 40/2020. (III. 11.) (hereinafter: data management information)* is necessary - depending on the technical possibilities - in such a way that it can be proved that students knew it.  
Violation of the data management rules by the lecturer or student may have criminal consequences.
    - 23.4. In the oral exams conducted via webinar, the selection of themes and topics must be done in such a way as to ensure equal opportunities. With regard to the electronic examination, topics must be sent to the student by April 30, 2020.
    - 23.5. There is no preparation time for students in the oral exams conducted via webinar, the examination should be started after get acquainted with the topics.

- 23.6. In the case of examinations conducted in the distance education system, the usual rules apply to the announcement of examinations in Neptun, the participation of students in them, the announcement of examination dates, the registration for the examination, and the possibilities of repeating and improving the examinations.
- 23.7. If the exam is interrupted due to technical reasons, the exam will be repeated at another time according to the decision of the lecturer, or may be continued within a maximum of 10 minutes if conditions are restored. If the exam fails again for technical reasons, the examination shall be considered not accomplishable and the next point shall be followed.
- 23.8. If an exam cannot be conducted in any of the forms of distance education detailed above, examination requiring a personal appearance may be planned for a later part of the extraordinary education period. If, due to the epidemic situation, the personal examination cannot be conducted by 31<sup>st</sup> of July and it can be assumed on the basis of the current epidemic situation that this is not possible later, the departments/institutes are obliged to conduct examination in distance education until the end of the extraordinary education period (31<sup>st</sup> of August 2020).
24. Regulations of the Faculty related to the emergency must be communicated to the student by 15<sup>th</sup> of April 2020 at the latest.

17<sup>th</sup> of April 2020, Debrecen,

Dr. Miklós Vecsernyés  
Dean