

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

The below mentioned Academic and Examination Rules and Regulations refers to the general one, there are special rules for students of the English language programs, so some of the information mentioned may not be relevant for you. In the upcoming two weeks your Faculty will give further information about the changes.

On 11th March 2020, with Government Decree 40/2020. (III. 11.) the Hungarian Government declared a state of emergency for the whole territory of Hungary in order to avert the consequences of the human epidemic causing mass disease and endangering life and property, and to protect the health and life of Hungarian citizens.

In accordance with the decision of the Senate of the University of Debrecen (hereinafter: Senate) dated 27th 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 31st August 2020, such student activities apply to the spring semester of 2019/2020 academic year.**

From 13th July 2020 to 31st August 2020 (hereinafter: **extraordinary education period**), **only** such student activities may be organized which cannot be carried out due to the fact that students are prohibited from entering the university, and the completion and evaluation of which cannot be ensured in the distance education system.

As a guarantee of predictable operation – until subsequent approval by the Senate – I hereby issue the following provisional Academic and Examination Rules and Regulations (hereinafter: provisional AER). Representatives of the faculties and student councils participated in the preparation and commenting of the present provisional AER. The provisional AER provides guidance on the application of the Academic and Examination Rules and Regulations of the University of Debrecen (hereinafter: AER) during distance education.

1. Faculties – taking into account the specifics of the training and graduation requirements of each training program – shall establish their own rules and procedures regarding the teaching methods, procedures used, organization of teaching and student activities, the manner and time of fulfillment of the requirements in the spring semester (hereinafter: faculty appendix of provisional AER).

The faculty appendix of the provisional AER shall be in accordance with the provisions of the provisional AER. The aspects and rules of the organization of education and evaluation of performance set out in the faculty appendices of the provisional AER are part of the faculty appendices of the AER for the duration of the emergency.

2. During the extraordinary education period, students – eligible for dormitory placement for 2019/2020 academic year – may apply for a placement in a dormitory established and/or operated by the University in order to meet the requirements set out in the faculty appendix of the provisional AER. During the extraordinary education period, students are not eligible for scholarships, the number of months eligible for support and the amount of support remains unchanged, and they are paid according to the procedure prior to the declaration of emergency.

3. Where the provisional AER allows for 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.
4. If Appendix 4 of AER containing faculty specifics is in conflict with the present rules, the present rules shall be followed.
5. Where provided in the present rules or in the AER, the notification of the student shall be understood as meaning the student's electronic written notification, primarily through the electronic academic system.

Note: The student is responsible for reading the document sent via e-mail, and therefore should be informed of the presumption of delivery. The presumption is rebuttable, so if the student or other person involved in the case can prove non-delivery or delivery at another time, the presumption will be rebutted. Failing this, the date of delivery shall be deemed to be the fifth day after the document was sent.

6. 3. § (13) of the AER shall be applied in such a way that the student status of the student shall cease on 10th July 2020, if during the extraordinary education period faculty regulations do not require the student to carry out student activities which cannot be carried out due to the fact that students are prohibited from entering the university, and the completion and evaluation of which cannot be ensured in the distance education system.

*AER 3. § (13) Student status shall be terminated
2d) on the last day of the semester in which the student obtained the pre-degree certificate (absolutorium).*

Note: According to the original schedule of the academic year, the last day of the semester was 3rd July or 10th July 2020 on the faculties, with the spring break announced or brought forward between 16th and 20th March 2020, the last day of the semester is 10th July uniformly for all faculties. For students performing student activities during the extraordinary education period, the last day shall be 31st August 2020.

7. AER 3. § (14/a) may be derogated from. Communication of the decision to the student may also take the form of written electronic communication.

AER 3. § (14/a) The student is informed by the institution about its decision in a written, paper-based form.

Note: Communication of the institution's decision on paper may be difficult in this emergency situation, therefore electronic delivery is possible.

8. AER 5. § (6) shall be applied in such a way that changes in the data can only be reported electronically to the Student Service Center (HAK).

AER 5. § (6) Students shall report any changes occurring in their personal particulars within 8 working days from the time of the occurrence. This notification may be implemented through the electronic academic system in the case of data to which the system provides access. Any other change in personal data shall be reported to the HAK in person or electronically by submitting the document proving the change of data. Students shall bear responsibility for the validity of the reported data.

Note: Personal notification is not possible during the emergency.

9. AER 5. § (8) may be derogated from.

AER 5. § (8) In exceptional cases, students may alter their choice of adding/dropping courses until the end of the fourth week of the term-time upon paying a fee for the procedure.

Note: Faculties may decide to extend the period.

10. AER 5/B. § (2) may be derogated from.

AER 5/B. § (2) Students starting their university studies before the 1st semester of the 2011/2012 academic year – excluding students of the Medicine program starting their 6th year the latest in 2017 – will receive a fastened page in their Lecture Books printed from the electronic academic system containing the subject registration and subject completion data, each semester from September 2011 on from the Registrar's Office, who also authenticates the Lecture Book every semester. Students starting their university studies before the 1st semester of the 2011/2012 academic year and students of the Medicine program starting their 6th year the latest in 2017 shall be using their traditional paper form Lecture Book and are required to carry them to exams and have their grades recorded in them.

Note: It is not possible to use paper-based lecture book during the emergency, the results recorded in the electronic academic system must be entered in the lecture book later.

11. AER 5/B. § (4) shall be applied in such a way that during the examination, the result of the oral examination is recorded by the instructor in the electronic academic system until the end of the working day following the examination.

AER 5/B. § (4) The lecturer shall enter the grades in the electronic academic system, the exam sheet and the Study Result Booklet/course completion sheet as detailed in Appendix 2.

12. AER 5/B. § (5) may be derogated from.

AER 5/B. § (5) A follow-up checking of the grades of written tests is possible on the test paper itself, on which the evaluation and signature of the person in charge must be indicated.

Note: Document and data on student performance stored in e-learning or other electronic systems used in distance education are the basis of such follow-up checking.

13. AER 5/B. § (6) may be derogated from in such way that the objected grade shall be corrected after other credible verification, if the objection is justified.

AER 5/B. § (6) Students may make an objection concerning their grades recorded in the academic system within two weeks following the end of the examination period at the lecturer/ educational unit responsible for the course. If the objection is justified the grade is to be corrected in the Lecture Book, the student document/ course completion sheet as well as the exam sheet, on the basis of the grade written on the exam paper.

Note: Document and data on student performance stored in e-learning or other electronic systems used in distance education are the basis for verification.

14. AER 5/B. § (8) shall be applied in such a way that the student sends the request to HAK electronically.

AER 5/B. § (8) Students may ask for an authenticated copy of the Registry Sheet printed from the electronic academic system free of charge once in a semester. Students having started their studies before 1st September 2011 may ask for their traditional Lecture Books containing the printed electronic records at the Registrar's Office in substantiated cases only.

15. AER 5/B. § (9) shall be applied in such a way that the student sends the request to HAK electronically.

AER 5/B. § (9) Students may ask for an authenticated copy of the Registry Sheet printed from the electronic academic system free of charge once in a semester, containing the following information:

- data of the signed subjects, curriculum units, of each study terms (name, code, lecturer's name, credit value, type of assessment, number of study hours per week or per semester, type of the course, assessment of the completion of the course requirements, date of assessment, name of the assessing lecturer),*
- data of the completion of the study term, per course (date of completion, number of taken credits, completed credits, the (cumulative) weighted grade average, credit index, adjusted credit index, cumulative adjusted credit index).*

16. AER 7. § (4) shall be applied in such a way that the provisions of the educational guide concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 7. § (4) The general part referring to the University must contain the following information:

- a) the name and address of the institution, the institutional identification number;*
- b) the general characteristics of the institution, the conditions of attending a course supported by the Hungarian state scholarship;*
- c) the academic requirements or its electronic availability;*
- d) the time schedule for the academic year, the academic term-time;*
- e) administrative order managing educational problems of students, the office hours;*
- f) the order of applying for the state examination, parts of the state examination;*
- g) the name and contact details of the coordinator involved in institutional mobility and assisting students with disabilities, short description of their activity;*
- h) the order of students' legal remedy;*
- i) a description of how to access educational and career counselling services;*
- j) a description of the registration and enrolment procedure;*
- k) important information for international students (in particular, application for a residence permit, conditions for admission to the higher education institution, living expenses, medical assistance, insurance information);*

- l) *fees and other contributions charged by the higher education institution, and general conditions specified in the contracts concerning the academic training;*
- m) *dormitory and other accommodation facilities;*
- n) *library and computer services;*
- o) *sports facilities, opportunities to undertake leisure activities.*

17. AER 8. § (2) shall be applied in such a way that modifications and rules of the course requirements concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 8. § (2) The course requirement system shall comprise the following elements:

- *attendance and participation requirements,*
- *requirements for mid-term tests, their number, approximate date, possibilities and means of retakes or the fact if they may not be retaken,*
- *conditions for obtaining a mid-term grade, where the instructor's signature indicates class attendance,*
- *in case of subjects to be completed by an exam cases where the subject requires a parallel practice/seminar/labour to sign up for the exam,*
- *requirements for signing up for an exam preceded by a course the completion of which is evidenced by the lecturer's signature,*
- *the components that the final grade shall be based upon,*
- *lists of required and recommended reading,*
the credit-value allocated to the subject/course.

18. AER 8. § (5) shall be applied in such a way that modifications and rules of the course requirements concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 8. § (5) In the case of subjects, where the prerequisite of the mid-term/practical grade is regular attendance at the classes, the instructor verifies this with his/her signature in the Lecture Book and takes care of the electronic academic system administration as well.

19. AER 8. § (6) shall be applied in such a way that modifications and rules of the course requirements concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 8. § (6) If the course program requires mid-term exam and the student fails to fulfil this, the given department provides an occasion to repeat it in the academic term-time. Should the student fail this occasion as well, a new occasion must be offered until the end of the third week of the exam period to repeat the midterm exam.

20. AER 8. § (7) shall be applied in such a way that with regard to distance education, other requirements may be specified and shall be communicated to the student by 15th April 2020, the latest.

AER 8. § (7) Should the subject require a parallel practice/seminar/labour as an obligation for the final exam, students are only allowed to sign up for the exam if the seminar/practice/labour is completed. If

failing to do so, the “not completed” note will be written in the Lecture Book and in the electronic system as well.

21. AER 10. § (1) shall be applied in such a way that modifications and rules of the course requirements concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 10. § (1) Students at full time programs at the University of Debrecen must take two compulsory contact hours of physical education per week for two semesters at the bachelor (BSc, BA) programs – excluding students at the Faculty of Music -, for one semester at the master (MSc, MA) programs – excluding students at the Faculty of Music -, for three semesters at the one-tier programs – excluding students at the Faculty of Music. Credits may be given in two further semesters for completing freely chosen subjects announced by the Physical Education Coordination body.

22. AER 11. § (1) shall be applied in such a way that modifications and rules of the course requirements concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 11. § (1) Lectures constitute an organic part of the education process, therefore, the University expects the students to attend them regularly.

23. AER 11. § (2) shall be applied in such a way that modifications and rules of the course requirements concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 11. § (2) Attendance in the case of seminars/practical courses is compulsory, with some variation depending on the actual specifications of the individual course requirements. Information concerning the acceptable extent and the consequences of absences and the ways to make up for missed classes shall be published in the Appendix 4.

24. AER 15. § (7) shall be applied in such a way that requests must be submitted electronically.

AER 15. § (7) The deadline for requesting a change of training program in the spring semester of the given academic year is 15th July.

25. AER 15. § (8) shall be applied in such a way that modifications and rules of the course requirements concerning distance education shall be communicated to the student by 15th April 2020, the latest.

*AER 15. § (8) Community pedagogical practice
Parallel pedagogical practice in general teacher training provides experience in the areas of organization, management, program preparation, community building of extracurricular leisure activities (camping, study groups, etc.) of the primary and secondary school age group. The practice can be completed during school breaks or during the semester. The duration of the practice is 30 hours and is worth 2 credits. The practice can be started after two completed semesters and must be completed in primary school (4+1) teacher training by the end of the 8th semester, and in secondary school teacher training by the end of the 10th semester (even*

in several installments). The practice is coordinated, authorized and evaluated by the Teacher Training Center.

26. AER 15. § (9) may be derogated from.

AER 15. § (9) The deadline for choosing a thesis topic and the form of application is determined by the relevant faculty or institute but the deadline for application is 31st May the latest.

Note: Faculty decision may be made on the extension of the deadline.

27. AER 17. § (1) shall be applied in such a way that the provisions of the educational guide concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 17. § (1) Upon commencement of the term-time, the faculty shall be required to publish in the academic guide, in the manner customary at the faculty, the methods of student performance assessment and the related dates of such assessments during the given term, as well as the time schedule for the examination period, in particular, the first and the last day thereof. The instructor responsible for the coordination of individual courses shall publish no later than three weeks before the end of the term-time the dates set for the individual examinations, the names of the examiners, the dates and manner of registration for the examinations, the date of publishing the results of the examinations, and the possibilities for retake examinations, furthermore, they shall implement the registration in the academic system.

28. AER 18. § (4) shall be applied in such a way that the provisions of the educational guide concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 18. § (4) The curriculum shall contain relevant information concerning the deadline for the completion of the professional practice, its requirements, and the means and methods of its assessment and evaluation. The faculty keeps a record of the duration of the external professional practice (teaching practice, field practice), of the credit value and grade received, of the date of completion with the indication of the practice places and with the signature of the supervisor.

29. AER 18. § (5) shall be applied in such a way that the provisions of the educational guide concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 18. § (5) In the case of subjects/courses that are to be assessed through a report or an end-of-semester examination and that are appended with a follow-up seminar/practice, as well as in the case of subjects/courses that comprise only seminars/practice, the instructors may offer the students a grade on the basis of their term-time performance. The possibility of being offered a grade shall be announced to the students in advance, at the beginning of the semester. Students are not obliged to accept the grade offered and may opt for taking an examination.

30. AER 19. § (3) is not applicable.

AER 19. § (3) Oral examinations, including the final examination and the defence of the degree thesis, shall be, in general, open to the public. Further information concerning oral examinations shall be detailed in Appendix 4 of the regulations containing the faculty features.

Note: Conditions for publicity cannot be ensured.

31. AER 19. § (4) shall be applied in such a way that the provisions of the educational guide concerning distance education shall be communicated to the student by 15th April 2020, the latest.

AER 19. § (4) The student is obliged to arrive at the exam venue by the start time of the exam.

32. AER 19. § (7) shall be applied in such a way that the student must submit the justification of the absence electronically to the Registrar's Office.

AER 19. § (7) Students may submit a written proof of an excuse for missing an examination within three working days at the Registrar's Office. In this case the Registrar's Office will enter the terms 'did not appear' and 'justified absence' at the same time in the academic system. Missing an exam shall not influence in any way whatsoever the assessment of the students' knowledge. If students fail to appear for the examination, their knowledge cannot be assessed

33. AER 24. § (8) shall be applied in such a way that the degree thesis must be submitted in electronic form only. If the faculty requests the degree thesis to be submitted in paper format as well, it must be submitted within 30 days from the end of the emergency in accordance with faculty regulations.

AER 24. § (8) The degree thesis shall be prepared and submitted in electronic and paper format. The electronic version of the degree thesis shall be uploaded in pdf format to the Electronic Archives of the University and National Library of the University of Debrecen (DEA), to the address <http://dea.lib.unideb.hu/dea/handle/2437/85081>.

Information concerning the deadline for the submission and upload of the degree thesis shall be included in Appendix 4 of the regulations containing the faculty features. The requirements of storing the paper format thesis and the rules of its registration are also defined by Appendix 4 of the regulations containing the faculty features, while the operator of DEA takes care of the storage and registration of the electronic format.

The procedural provisions of handling classified degree theses are specified in Appendix 5 of the regulations. The student is obliged to declare that the degree thesis' electronic and paper formats are completely identical.

34. The present rules and regulations shall apply from 2020. until revoked.