

Rector's Order No. 14/2021 (XI. 22.)/R
on final examinations in the 1st (autumn) semester of the academic year 2021/2022

1. With regard to the state of health crisis declared in Government Decree 283/2020 (17 June) introducing a state of epidemiological preparedness, in accordance with Government Decree 27/2021 (29 January) on the declaration of a state of emergency and the entry into force of emergency measures and Government Decree 484/2020 (10 November) on the second phase of protective measures applicable during the period of state of danger, in compliance with the provisions of Article 32 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), I hereby issue the following order with respect to the final examinations due in the autumn semester of the academic year 2021/2022, including the possible ways of carrying out the final exams and their assessment.

In the autumn semester of the academic year 2021/2022 the final examination period – as defined in the academic calendar 2021/2022 adopted by the Senate – is the following:

Faculty of Humanities and Social Sciences	17 January 2022 (Monday) – 29 January 2022 (Saturday)
Faculty of Law (Law, single-cycle long programme)	4 October 2021 (Monday) – 28 January 2022 (Friday)
Faculty of Law (postgraduate specialisation programmes)	6 December 2021 (Monday) – 10 December 2021 (Friday)
Faculty of Law (bachelor programmes, higher education vocational trainings)	11 January 2022 (Monday) – 14 January 2022 (Friday)
Faculty of Pedagogy	5 January 2022 (Wednesday) – 31 January 2022 (Monday)
Faculty of Social Studies and Health Sciences	10 January 2022 (Monday) – 28 January 2022 (Friday)
Faculty of Theology	17 January 2022 (Monday) – 21 January 2022 (Friday)

Within the university's final examination period defined in Section 1, the starting and ending date of the final examination periods may differ at the faculties. The dean of the faculty shall regulate the final examination period by way of an order and shall provide information in a usual manner applied at the faculty for all involved: graduating students, former students intending to take the final exam (hereinafter students), lecturers, researchers and non-academic staff.

2. The head of the faculty shall announce the final examination schedule through the education organizational units one week prior to the beginning of the final examination period. This time limit cannot be deviated from unless the entry into force of the order on online distance education, or that of other university-level provisions make it impossible. Non-compliance with the time limit does not provide a legal basis for remedies against the result of the final examination.

3. If the final examination consists of more parts, the following procedures are to be applied during the thesis defence:
 - a) Preferably the questions should be put in writing, and the student should answer also in writing. The grade of the thesis defence should be the result of the evaluation given to the student's written answer;
 - b) In justified cases, contrary to subsection a), the thesis defence and presentation of other tasks forming part of the final exam (e.g. portfolio) can also be carried out online by means of distance examination (via MS Teams, ZOOM). In this case the result of the thesis defence will be the grade of the oral answer given by the student during the online examination. The list of the legally applicable software and applications are registered by the Chancellor's Office.
4. Final examinations should be organized primarily with the personal presence of students, taking into consideration the current epidemiological situation. It must be ensured that during the final examination the personal contact between the students and other persons is avoided, and a distance of 1.5-meters, or possibly 2-meters should be kept between the persons. Students may not enter the university buildings without a face mask, and should wear them until they leave. If justified, the face mask might be taken off during the examination.
5. It is also possible to organize the final exams in the form of distance examination, online. The methods and applicable procedures of the online examination are specified in paragraphs 9-29 of Rector's Order No. 13/2021 (XI.19)/R on the procedure of examinations in the 1st (autumn) Semester of 2021/2022. Online final examinations should be authorized by the Dean of the Faculty, upon request of the head of the organisational unit. The Dean of the Faculty shall take a decision within 2 working days, informing the Rector at the same time.
6. In the final examination requiring personal presence may not participate a student
 - a. who is infected with COVID-19 virus;
 - b. who is subject to official quarantine at the time of the final examination;
 - c. who suffers from a chronic disease during the pandemic, or
 - d. who does not stay in Hungary (foreigner).

Those affected by Section a)-d) should certify their status by sending an official document to the organisation unit carrying out the final examination. Online final examinations should be organised for the students concerned.
7. During the final examination requiring personal presence, only one or maximum two students and not more than two examiners may be present at the room. In order to ensure the required distance, it is also allowed that only the person taking the minutes of the final examination (a lecturer or a non-teaching employee under the age of 50) may be present while the other members of the final examination board take part in the final examination in a video conference via MS Teams.

8. In case of final examinations requiring personal presence, an exact time schedule should be made indicating the arrival of the students. The students may not be waiting long in the premises. The room must be ventilated after each student. The caretaker of the building should ensure that all surfaces (handles, doors, tables, chairs, etc.) should be disinfected and the rooms of the final examinations and the corridors should be cleaned with disinfectants at least once a day before the commencement of the final examination. The same security measures apply to restrooms/toilets where the supply of soap and disinfectants must be continuously ensured.
9. After the final examination, the results may be announced in accordance with the epidemiological rules. Students shall also be informed about the results of final examinations by electronic means, through the Neptun Education Administration System.
10. Detailed rules and other technical issues of the final examination shall be regulated by the order of the faculty's head in compliance with the provisions of the present order.
11. During the announcement of the final examination schedule through the education organizational units the faculty's head shall inform the students about the way and method of the final examination and the exact time of arrival according to the schedule.
12. In order to ensure the undisturbed order of final examinations the provisions of the Academic and Exam Regulations shall apply for issues not regulated in this order. It is the common interest of all involved (academic and non-academic staff, students) to comply with those provisions.
13. The present order enters into force on 22 November 2021, and may apply until revocation.

Budapest, 22 November 2021.

Dr. Ágnes Czine
Acting Rector