



*Oktatás, kutatás, gyógyítás: 250 éve  
az egészség szolgálatában*

SEMMELWEIS EGYETEM

*Rektor*

Dr. Merkely Béla

registration number: 49833-5/KSRH/2020

### **R / 5 / 2020th (IV.23.) RECTOR'S DIRECTIVE**

on certain transitional provisions relating to the organization and conduct of examinations within the distance learning mode.

I issue the following provision based on my authority that is granted to me by the Organizational and Operational Regulations (hereinafter: the OOR., that is SZMSZ in Hungarian) of Semmelweis University (hereinafter: the University) with reference to the 3rd paragraph of the 3. § of Part 10 of the OOR. :

#### 1.§ definition of examination in distance mode and registration for the examination

- (1) If the examination is organized electronically, by the utilisation of the service used for distance learning between the student and the instructor (hereinafter: distance examination), the student may register for the examination in accordance with the relevant provisions of the Study and Examination Regulations (hereinafter: S.E.R. that is TVSZ in Hungarian) that is in Part 2 of Book III of the OOR.
- (2) The distance examination at the University takes place on the teleconferencing interface of the Zoom software, including Moodle.
- (3) Before the beginning of the examination, the Registrars Department shall send the identification number of the student's identity document to the examiner, which must be concorded with the data provided by the candidate before the beginning of the examination.
- (4) The candidate is obliged to provide a real-time, live image of himself / herself throughout the examination, in such a way that the personal identity of the candidate could be clearly recognized so that his / her hand and upper body are continuously visible to the examiner(s).
- (5) Before the start of the examination, the candidate shall make a statement that he / she is familiar with and accepts the present regulations of the distance examination, and accepts that the examination takes place on a given electronic interface, the operation of which he is aware of.
- (6) The given educational-research organizational unit is obliged to publish the examination procedure of the given subject on its own website within a reasonable time before the beginning of the examination.

(7) If a student is participating in correspondence training that is contrary to the provisions of § (4) of section 31 of the Study and Examination Regulations he or she may take a (partial) examination that begins before 8 am or that finishes after 8 pm, and he or she may take an examination that takes place on a weekend. The student may do this if the Student Council explicitly requests it in writing and declares that the student request does not constitute an obligation to announce the exam within the extended timeframe. This means that even in this case, the examiner's educational-research organizational unit decides whether it will announce an examination within these time-frames or not.

## § 2 The conditions of the distance exam and the relevant data protection restrictions

(1) During a distance examination event, the student must take the examination under conditions which are suitable for the whole procedure to take place without disturbance, without interference and in such a way that all the necessary technical conditions are provided. During the distance exam, both the instructor and the student are obliged to provide their own technical equipment.

(2) The candidate may not use a headset or any headphones or earphones during the distance examination event.

(3.) Before the beginning of the distance examination event, each candidate shall make an oral statement on the following:

(a) the student does not employ any instrument that is not permitted during the examination and does not allow anybody to help him or her during the examination.

(b) the candidate does not use any tool / method / application or any other means that would make the examiner rate his or her performance higher than his or her actual knowledge.

(4) The examiner will not collect any information or take any circumstances into account that may be observed of the candidate's living space, the examiner will not check the candidate's personal environment that may include personal data of the candidate, and will not violate the candidate's human dignity during the remote examination event.

(5) At least two examiners must be present during the distance examination event, one of whom may be a student assistant who may not participate in the assessment procedure (when the student's performance is assessed and recorded with a grade).

(6) The examiner prescribes that the candidate must use a device / system / application / connection that is suitable for the examiner to see the full monitor of the candidate's computer or the device used by him / her, i.e.: the candidate must share the entire computer monitor (or a different device the candidate is using) with the examiner during the complete examination period.

(7) A video recording will be made of the exam in the Zoom application, which will be kept by the system for 3 days.

(8) The communication that is recorded in the framework of the remote examination event shall not be shared, transmitted or made available to unauthorized persons either by the examiner or by the student who is taking the examination.

(9) Contrary to the provisions of paragraph (5) of Section 38 of the Study and Examination Regulations, the examiner shall record the examination grade in the NEPTUN EFTR system on the day of obtaining the grade.

(10) Contrary to the provisions of paragraph (4) of Section 42 of the Study and Examination Regulations, the candidate may object to the adequacy of the grade recorded in the NEPTUN EFTR system within 48 hours after the examination.

### § 3. Ensuring the validity of the exam

(1) In addition to the description of the examination topic that was drawn by the candidate during the distance examination event, the instructor asks the student 10 questions which he or she has to answer immediately.

(2) If preparation time is provided for the elaboration of the exam topic, the examiner shall inform the candidate about this and about the range of tools and aids that can be used during the exam (e.g.: pen, pencil and a repository of formulas or diagrams) before the beginning of the examination.

### § 4. Regulations of an extraordinary event

(1) If the connection between the candidate and the examiner is broken - that is, the candidate leaves the video conference application or the video signal is disconnected - the examiner closes the examination with the entry: "the student did not appear". In this case, the number of examination opportunities of the candidate is reduced by one.

(2) If the candidate proves within 3 working days - on the basis of a certificate issued by an official organization or authority - that the connection was broken due to force majeure (e.g. electric power failure), so that the error occurred outside his or her interests, the examination may be repeated if the conditions that are stated in the Study and Examination Regulations which are related to organizing the examinations (there is sufficient time during the examination period for the student to take the exam). The

determination of the basis of force majeure is the competence of the dean. An application for a declaration of force majeure may not be made after the end of the examination period.

#### § 5. Ethical norms of the distance exam

(1) The candidate shall report on his or her preparedness to the best of his or her knowledge, in accordance with the principle of due process.

(2) The examiner is obliged to judge the candidate's preparedness to the best of his or her knowledge, while respecting the principles of fair procedure and respecting the candidate's human dignity.

(3) Both the examiner and the candidate who takes the examination are bound by the ethical rules of their profession during the distance examination event, also by the provisions of the University Code of Ethics, in addition to the rules that are contained in this instruction, which also govern the conduct within the scope of the distance examination process.

The instructions of this directive shall enter into force immediately upon the date of its publication on the website of the University.

Budapest, 23 April 2020

Dr. Béla Merkely,  
rector

I give the consent of the Student Government:

Budapest, 23 April 2020

Tamás Hegedüs,

chairman of the Student Government (HÖK)