



250 Jahre EXZELLENZ in
medizinischer Lehre, Forschung &
Innovation und Krankenversorgung

SEMMELWEIS UNIVERSITÄT

Rektor

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**Directive E/21/2020. (XI.26.) of the Rector and the Chancellor of Semmelweis University
on the plan of actions in response to the COVID-19 pandemic**
– consolidated, with amendments –

In exercise of my power specified in Part I.1. Section 3 (12) of the Organisational and Operational Rules of Semmelweis University, and the prevailing statutory regulations, as well as

- the procedural regime issued by the Ministry of Innovation and Technology (MIT) on the special rules governing the entry to Hungary, and the medical examinations, of students of dual citizenship and students of foreign citizenship, persons of student relationship with foreign higher education institutions, as well as employees (hereinafter: Procedural Regime),
- the MIT sectoral recommendation concerning the organisation of vocational training (hereinafter: Sectoral Vocational Training Recommendation),
- the action plan issued by the Ministry of Human Capacities (MHC) containing the procedural regime to be applied in public education institutions in the academic year 2020/21 and
- the MIT sectoral recommendation concerning digital organisation of training in tertiary education during emergency (Recommendation for the Higher Education Sector)

I issue the following directive:

Part I
Organisational rules

1. §
Semmelweis University Epidemiological Board

- (1) An Epidemiological Board shall be operating during the period of epidemiological readiness, to work out, manage on a day-to-day basis, and implement actions in response to the Coronavirus pandemic, for the University as a whole.
- (2) The Epidemiological Board shall hold meetings **as necessary** until this directive is revoked.
- (3) The decisions taken by the Epidemiological Board shall be documented on the basis of the memoranda of its meetings. Once approved by the Rector, the relevant content elements of the memoranda shall be transmitted to the relevant organisational units as binding instructions and requirements.
- (4) **The members of the Epidemiological Board:**
 - a) Chairman: the Rector
 - b) Chief Operational Officer: The President of the Clinical Centre
 - c) Permanent members:
 - Chancellor
 - Vice-Rector for Strategy and Development

- Vice-Rector for Educational Affairs
 - Vice-Rector for International Studies
 - Vice-Rector for Science and Innovation
 - Finance Director General
 - Director General for Human Resources
 - Director General for Legal and Administrative Affairs
 - Director General for Medical Affairs
 - Director General for Technical Affairs
 - Director for Supplies
 - Director for Supplies
 - Director for Communication and Organised Events
 - Chief Medical Officer for the Hospital Hygiene Department
 - Director for Procurements
 - University Chief Chemist
 - COVID centre managers, as appropriate
- (5) The permanent members may also participate in the meetings of the Epidemiological Board through their delegates with decision making powers.
- (6) The operational head of the Epidemiological Board may invite other persons to participate in the Board's meetings.
- (7) The Epidemiological Board shall make proposals to the Rector for the performance of tasks relating to epidemiological readiness. The Board shall assess and evaluate any and all new information relating to the epidemiological readiness. The Rector shall make decisions concerning issues dealt with during the Board's meetings (in agreement with the Chancellor regarding matters of relevance to the budget).
- (8) The chair of the Epidemiological Board shall set up the following local epidemiological committees to manage and implement local operational epidemiological actions:
- a) EOK Local Epidemiological Board
 - b) NET Local Epidemiological Board
 - c) PAK Local Epidemiological Board
 - d) EEK Local Epidemiological Board
 - e) Central Administration Building (KIÉ) Local Epidemiological Board
- (9) The chair of the Epidemiological Board may, in his/her scope of power, modify the list of the epidemiological committees set up for the units listed in Section (8) at the time of the issuance of this Directive.
- (10) The block director of the bloc concerned and the director of the faculty concerned shall participate, as invitees, in the meetings of the local epidemiological committees set up at the units listed in Section (8).

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5. §

University citizens' patients' and visitors' obligations regarding the epidemic

- (1) The actions and measures introduced in response to the epidemic must be implemented and complied with at the premises of the University, therefore (with the exception of persons with mental or psychosocial disabilities or autism spectrum disorder, who may certify their condition as specified in Section 1 (5) of Government Decree 484/2020. (XI.10.) on the second phase of the protective measures to be applied during the emergency, hereinafter: Government Decree 484/2020. (XI.10.)), masks covering mouth and nose, shall be worn by everyone in the premises, and keep a distance of 1.5 metres from everyone else. Moreover, every university citizen shall observe the maintainer's regulations attached to this Directive in annexes 7-11.

- (1a) Only healthy persons not showing the symptoms of the coronavirus infection may be present in the University's buildings, apart from patients in the patient care area.
- (2) The task of regularly checking to make sure that people wear masks as prescribed in paragraph (1) shall be carried out by the staff of the Security Directorate (including gatekeepers, security guard, patrol officers etc). The Rector, the Chancellor, the persons authorised to exercise the rights of the employer, gatekeepers and security staff employed by the clinics, while in the case of the EOK and the FOK the person commissioned by the operator, along with the property guard officers, shall also be authorised to check that people wear masks.
- (3) The legal consequence of breaching the obligation specified in paragraphs (1) and (1a):
 - a) patients and visitors not wearing masks shall be ordered to immediately leave the premises of the University, except for cases involving acute patient care;
 - b) in the case of the University's students the relevant disciplinary sanction shall be applied, that is, first a written warning by the dean and then upon any repeated breach of the rule the sanction specified in Section 55 (2) of the national higher education act (including, in the worst case, expulsion from the University);
 - c) in the case of University employees, a written warning. Repeated breach of the rule may be sanctioned by extraordinary removal from one's function or the termination of his or her employment relationship as specified in Section 33/A of the act on public service employees or in Section 78 (1) of the Labour Code, since failure to wear the required mask is regarded as a serious breach of an important obligation as a consequence of the spreading of the epidemic.
- (4) By issuing this Directive I authorise the persons in paragraph (2) to order persons specified in paragraph (3) to leave the premises of the University in case they refuse to comply with the obligation to wear a mask even after an oral warning. In case a person ordered to leave the premises refuses to do as ordered, the authorised person shall call the police.
- (5) In the cases specified in paragraphs (3) b) and c) an employee of the Security Directorate shall draw up a record of the breach and submit it to the Technical Director General. In the case of employees of the University the Technical Director General shall transmit the record to the person exercising the rights of the employer, while in the case of students he/she shall transmit it to the Dean of the Faculty concerned, to have the necessary legal consequences applied.
- (6) Not more than 2 persons shall sit at any table or be present within 2 metres from others, in the rooms of the University used for consuming meals.
- (7) By way of a protective measure I also order washing or disinfecting hands once every half hour; this shall be an obligatory requirement for those participating in patient care and recommended for other employees and students.
- (8) University citizens entering Hungary shall observe the provisions of Government Decree 408/2020. (VIII.30.) (hereinafter: Government Decree) on travel restrictions during the period of epidemiological readiness.
- (9) Regardless of the provisions of the Government Decree, university citizens who have:
 - a) completed work abroad for official purposes,
 - b) failed to undergo the health check upon returning to Hungary from abroad, as specified in Section 2 of the Government Decree,
 - c) certified, when crossing Hungary's border, as prescribed in Section 1 (3) c) of the Government Decree, that he or she contracted and healed from COVID-19,shall, within 2 weeks of returning to Hungary from abroad, before appearing at the University or returning to work, fulfil the obligations specified in paragraph (10).
- (10) A university citizen referred to in paragraph (9)
 - a) shall, in the case of returning from a higher risk country as specified in Annex 4, have **2 SARS – CoV-2 PCR tests** carried out with a minimum of 48 hours apart, unless they can present a negative test result produced in any of the countries listed in Section 4 (1a) of the Government Decree. In this case, having one **SARS – CoV-2 PCR test** carried out at the University shall suffice and he or she may appear at the University in person after

presenting the two negative test results to the person exercising the rights of the employer or the person in charge of the subject (not including appearance for the test), or

- b) in the case of returning from a country other than as per paragraph a) he or she shall have **one SARS – CoV-2 PCR test** carried out at the University – unless he or she has a negative test result from a test carried out in a country specified in Section 4 (1a) of the Government Decree – and may appear in person at the premises of the University after presenting the negative test result to the person exercising the rights of the employer or the person in charge of the subject (not including appearance for the test).
- (11) University citizens participating in cultural or sports events as specified in Chapter 7 of the Government Decree but are not covered by the Decree shall be governed by the rules laid down in paragraph (10) hereof, providing that their appearance at the University shall not be subject to rules stricter than those applying to their crossing of the border, as specified in the Government Decree.
 - (12) If the University is the place designated for the performance of the SARS – CoV-2 PCR test, the University shall provide for the performance of the SARS – CoV-2 PCR test prescribed by the Government Decree, free of charge, for which Annex 1 shall be filled out.
 - (13) Employees shall notify the person exercising the rights of the employer of any planned business or private trip abroad, together with the requirement of the performance of a PCR test as per paragraph (10). Request for the performance of the necessary PCR test shall be submitted by the person exercising the rights of the employer, through the Clinical Centre.
 - (14) The duration of the quarantine ordered in accordance with the Government Decree and the time spent waiting for the result of the tests as per paragraph (10) shall – if working from home office is not possible – be counted towards the employee’s yearly holiday under the rules on how holidays are given, or qualify as unpaid leave.
 - (15) The content of Annex 4 shall be continuously updated by the Clinical Centre in accordance with the progress of the pandemic, with the approval of the President of the Clinical Centre.
 - (16) In case an employee of the University – not including the healthcare employees working in the organisation of the Clinical Centre – is categorised by the person exercising the rights of the employer as a close contact in relation to the COVID-19 pandemic, on the basis of the information issued by the Hospital Hygiene Department and in consideration of all circumstances of the case, with a view to the content of the declaration as per Annex 6, an agreement may be reached with the employee concerned, for working from home, for the period required for precluding his or her suspected infection, or if this is not possible, compensation for a period spent off work may be paid at the rate of the basic salary of the employee concerned. The person exercising the rights of the employer shall take prompt action for the referral of the employee qualifying as close contact to SARS – CoV-2 PCR testing, and the employee concerned shall undergo the test.
 - (17) Unlike as specified in paragraph (16) if the person exercising the rights of the employer categorises any healthcare employee as a contact person based on high exposure as per Annex 8 to the procedural rules published on the website of the National Public Health Centre, the monitoring of such person and his or her return to work shall be governed by the procedural rules published on the website of the Hospital Hygiene Department.
 - (18) Meetings of more than 5 persons at the University may only be held in the form of e-conferences through the Zoom system, with the exception of the
 - a) meetings of the Senate, where members with a voting right shall participate in person, while any invitees shall participate via the Zoom system, and
 - b) the morning meetings at the clinics, where, however, efforts shall be made to reduce physical presence to the extent necessary.
 - (19) At examinations to be taken with both the examiner and the student being physically present the student, if coming to Hungary from abroad shall present the document proving the completion of the test prescribed as part of an epidemiological action referred to in paragraph (10) or the official document issued in the framework of the epidemiological action concerned.
 - (20) A student who has been present in Hungary for more than 14 days shall have a COVID PCR test carried out on a mandatory basis, if he or she takes part in practical training at the University where

he or she may contact patients. In this case, the student concerned shall have one negative COVID PCR test certificate issued on the basis of a test carried out at the University during the last 7 days preceding the commencement of the practical training.

- (20a) A student returning to the University after the performance of epidemiological service as ordered by the University or on a voluntary basis may commence his or her practical training having taken an antigen rapid test of a negative result, taken upon the conclusion of the last working day at the place of the performance of such service. A student shall take a COVID PCR test as well even after an antigen rapid test, for which the sample shall be taken not later than on the first day of his or her return to practical training, at the place of training. If this is not possible, the student concerned shall report for sampling at the sampling station of the Szent Rókus clinical block, as organised by the HÖK. Practical training may be started in strict observance of, and compliance with, the epidemiological rules, even if the result of the COVID PCR test is not known yet.
- (21) The testing of healthcare employees – including students working, or completing practical training at the University's own clinics – shall be carried out in the way and according to the schedule specified in the introduction to, and in Section 19 of, Government Decree 484/2020. (XI. 10.) and Government Decree 509/2020. (XI.19.).
- (22) A foreign student may start or continue his or her studies in possession of proof of the quarantine obligation prescribed in the Government Decree relating to entering the territory of Hungary or two COVID PCR tests of negative results. A foreign student who cannot fulfil his or her study obligations in full or in part, because of travelling to his or her country or another country at his or her responsibility, shall bear the consequences of such failure to fulfil such responsibilities.
- (23) A student's breach of his or her quarantine related obligations shall qualify as a serious disciplinary offence entailing expulsion from the higher education institution, as specified in Section 55 (2) of the higher education act.

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Part II

Rules on education

8. §

Students' physical presence

- (1) On-line education shall be applied primarily during the emergency with the exceptions specified in the permit issued by the minister in charge of higher education, with a view to meeting the conditions specified in the sectoral recommendation. Decisions on exceptions and the current detailed rules on their implementation shall be made by the Rector on the basis of the proposals made by the Vice-Rector for Educational Affairs, about which the Vice-Rector for Educational Affairs shall – after receipt of the minister's permission – keep the educational organisational units and their students informed, in a breakdown by faculty, grade and subject.
- (2) The minister's permission referred to in paragraph (1) shall be initiated on the basis of the following principles:
- a) theoretical instruction should be conducted on-line in general, except for seminars necessitating students' attendance in person,
 - b) practical training shall take place with students' attendance in person, apart from cases where such attendance is not necessary,
 - c) oral examinations shall take place on-line, apart from the closing examination, the defending of doctoral theses and other examinations necessitating personal attendance.
- (3) On-line education **shall not affect the work of instructors, researchers, teachers and those working in positions assisting the work of instructors and researchers, as well as those working in other positions;** such work shall be continued as usual.

- (4) In the case of students' attendance in person as specified in paragraph (1) the epidemiological actions prescribed in the Recommendation for the Higher Education Sector shall be provided for in the organisation and implementation of instruction and examinations, with particular focus on social distancing. Face masks shall be worn on a compulsory basis.
- (5) The University's dormitories shall continue to be available for students, and the services of the Central Library shall continue to be available exclusively for the instructors and students of the University, from 11 November 2020 until revokal, with the protective measures prescribed concerning organised events and assemblies in Sections 5 and 6 of Government Decree 484/2020. (XI. 10.) having to be observed.

9. §

Special rules on practical training

- (1) In the organisation of practical training sessions – including trainings outside the headquarters, provided the training unit does not introduce stricter rules – attention shall be paid to making sure that social distancing can be observed, therefore, such training sessions shall be delivered for smaller groups of students, as necessary.
- (2) In the case of ÁOK and FOK students the summer training programmes following the first year of studies may be completed after the 2nd year as well based on the Dean's proposal, if completion after the 1st year is not possible.

10. §

Other special rules relating to education

- (1) In contrast to as stipulated in Section 45 (17) of the Part 2 Study and Examination Rules in Book III Requirements to be Met by Students of the Organisational and Operational Rules (hereinafter Hungarian acronym TVSZ) theses shall be submitted exclusively on-line. The thesis subject notification sheet may be submitted on-line to facilitate the administration process. The Faculty shall provide the requisites for electronic administration.
- (2) The provisions of the TVSZ shall be applied as appropriate during digital instruction and examinations, with a special focus on the provisions laid down in Section 29 (Obtaining signatures), Section 30 (Regime of end-term examinations and subject closing examinations), Section 36 (Repetition, supplementation and improvement of performance assessments carried out during the course of the study period), Section 37 (Improvement and repetition of end-term examinations and subject closing examinations) as well as Section 42 (Registration and ratios of study results). Instructors shall inform students about the way of on-line fulfilment of the requirements during the course of e-learning. In case examinations are to be carried out with personal attendance, the rules of the TVSZ shall apply unchanged. An examination that is organised digitally by default may be converted into an examination to be taken by personal attendance with prior notification by the head of the Faculty, however, an examination that is to take place by personal attendance shall not be modified subsequently. Students shall be notified of any change in the order of the examinations or in the way examinations are to be organised, at least one week before the date of the examination concerned.
- (3) The provisions of Section 33 of the TVSZ (Participation in end-term examinations and subject closing examinations) shall be applied regarding participation in digital end-term examinations and subject closing examinations as appropriate, providing that examinations shall take place in the way determined and notified in advance by the instructor concerned.
- (4) Instructors shall inform students of the link relating to digital education on the subject's so-called "Moodle" interface or, in the absence of such, through the Neptun EFTR system, not later than midnight preceding the lecture concerned.
- (5) Students participating in training shall attend all of the practical training sessions/seminars as per the schedule concerned. In case a practical training session/seminar is to take place digitally, the

ex-post watching of the recordings of the practical training sessions made available for 72 hours can be checked in accordance with the methodology determined by the head of the given education-research organisational unit, with a view to the full satisfaction of the participation requirements prescribed in the subject programme of the given subject.

- (6) The examinations and closing examinations of the autumn term of the 2020/2021 academic year shall be organised in accordance with the Provisions of the Study and Examination Rules and this Directive. The declaration of the emergency and its impact on the organisation of the academic year shall not affect the application of the Study and Examination Rules.
- (7) The rules on the organisation of digital end-term examinations and closing examination, particularly sections 30, 31, 32, 33, 35, 38, 39, 41, 45 and 46 shall be applied as appropriate.
- (8) In the case of the grades or subjects where the digital examination can be implemented with the IT application used in e-learning (hereinafter: Zoom system or Moodle system) the examinations shall be conducted using such applications. Based on the Dean's decision if an examination requires personal attendance and there is an instructor in quarantine or abroad or one exposed to increased health risk (over 65 years of age, pregnancy, immune deficiency etc.), the instructor's participation through Zoom shall be enabled.
- (8a) Written examinations – with a view to the number of students and the timing of the examinations – shall be organised in such a way (with a view to the MOODLE system capacities) that they can be operated even during the period during which the institution cannot be attended, as detailed below:
 - a) If the examination is of the written type, “MOODLE rooms” have to be booked for its site in Neptun; these are available in a limited number and it shows the maximum server capacity available at a given point in time.
 - b) MOODLE rooms can be booked in Neptun in the same way, marked “MOODLE-1-50”, that is, up to 50 rooms for 10 persons each can be booked.
 - c) An adequate number of rooms shall be booked for the number of students as announced for an examination, that is, up to 500 students can take an examination simultaneously. ZOOM supervision should be provided for during the written examinations in the Moodle system, with one supervising instructor per 20 students.
 - d) In case the given educational organisational unit can provide the necessary infrastructure for the examination, it may order an examination in Moodle at the site concerned.
- (9) Information of relevance to any change in the regime of the term, including information on changes in the timing of examinations, shall be provided for students not later than one week before the examination concerned; students shall be notified via the Neptun system. An examination shall be organised such that students have sufficient time for preparing for the examination. The examination period may only be organised after students' learning of the course material prescribed in the curriculum; the required time may vary by grade.
- (10) The practical training required for taking an examination may be organised in an aggregated practical block in the clinical and pre-clinical module. Students missing the aggregated practical training block because of illness or epidemiological monitoring shall be enabled to fulfil the training subsequently.
- (11) An instructor may deviate from the provision laid down in Section 32 (2) of the TVSZ with a view to the applied examination methodology, however, the student concerned shall be informed in advance of the way the examination is to take place, when the date of the examination is announced.
- (12) Section 37 (2) of the TVSZ may be applied, providing that the participation of the panel may be ensured via the Zoom system as well.
- (13) If an examination is organised in a digital form and it takes place through the service used between the student and the instructor for digital training (hereinafter: digital examination), the student may apply for the examination in accordance with the applicable rules of the TVSZ.
- (14) Digital examinations, including those taken in Moodle, take place at the University through the Zoom teleconference interface/program.

- (15) Before the starting of an examination the examiner shall check the personal identity of the examinee by comparing the personal data available for the educational-research organisational unit (in Neptun) with the data in the student card presented by the examinee or if no student card is available, any other document, with photo, suitable for the identification of the student concerned.
- (16) The examinee shall present a live real time image of himself or herself during the whole time of the examination, enabling his or her recognition, enabling the examiner to see his or her hand and upper body throughout the procedure.
- (17) The examinee shall make a declaration before starting the examination that he or she knows and accepts this regulation on the digital examination and that he or she accepts that examination is taking place on a given electronic site, the operation of which he or she is aware of.
- (18) The given educational-research organisational unit shall post the schedule of examinations of the given subject, in view of the time limit specified in Section 10 (9), in advance by a reasonable time, on its own website.
- (19) In contrast to as specified in Section 31 (4) of the TVSZ a student of a correspondent course may take an examination or a part examination before 8.00 a.m. or at a time ending beyond 8.00 p.m., or during weekends, as long as it is not contrary to curfew regulations and this is specifically requested, in writing, by the Students' Self-governance organisation. A student's request shall not entail an obligation for the unit concerned to offer examination dates in the increased time limit; even in such cases it shall be up to the examiner educational-research organisational unit to determine whether it announces additional examination dates.
- (20) When taking digital examinations the student shall be provided with circumstances for the examination that is free from interference or disturbance, with the necessary technical requisites being made available. In view of the assessment carried out in the spring by the Vice-Rector for Educational Affairs, scrutinising students' and instructors' digital facilities, both the instructor and the student shall provide his or her own technical facilities.
- (21) Examinees shall not use headsets or earphones during the examination.
- (22) Before commencing the digital examination the examinee shall declare, by word of mouth, that
 - a) he or she will not use any unauthorised device, or resort to assistance from any person,
 - b) he or she will not use any device/method/application or any other aid prompting the examiner to give him or her a grade better than their actual knowledge.
- (23) The examiner shall not gather information and shall not take into account any information or circumstance regarding the examinee's life or living space, they shall not check the examinee's environment including his or her personal data and shall not breach the examinee's human dignity during the digital examination.
- (24) During digital oral examination
 - a) at least two examiners shall be present, or
 - b) at least one examiner and one demonstrator, a person carrying out students' administration, or another student, shall be present (the demonstrator, or the person carrying out administrative tasks or other student shall not be involved in the evaluation), or
 - c) the person responsible for the subject shall make sure that a video recording is produced of the examination in the Zoom system. In this case, if any objection is raised during the examination, the examinee shall notify this to the person responsible for the subject, who shall provide for the preservation and storage of the recording of the examination, until the end of the examination period. The examinee shall make no recording of the examination.
- (25) The examiner shall prescribe that the examinee uses such device/system/application/connection that is suitable for the examiner's monitoring the computer or screen of the examinee's device used during the examination, that is, the examinee shall share his or her monitor or device screen with the examiner during the whole of the digital oral examination. Communication recorded during the digital oral examination shall not be transmitted, shared, or made accessible for unauthorised persons, by the examiner or the examinee either.

- (26) In contrast to the provision laid down in Section 38 (5) the examinee shall record the mark given to the digital oral examination on the day of the examination (or within 48 hours in the case of an examination taken on a weekend) in the NEPTUN EFTR system.
- (27) In contrast to as provided in Section 42 (4) the examinee may object to the mark entered in NEPTUN EFTR within 48 hours of the date and time of the examination.
- (28) In case connection between examiner and examinee is broken, that, is, if the examinee exits the conference or if the video signal turns off, the examiner shall close the examination with the marking “failed to appear”. In this case the number of the examinee’s opportunities shall be reduced by one.
- (29) In case the examinee properly certifies – with a certificate issued by an official body – that the connection was broken by a force majeure event (e.g. power failure), or if the technical failure occurred on the part of the examiner, that is, if the defect was beyond the examinee’s control, the examination may be repeatedly taken, if the conditions specified in the TVSZ regarding the organisation of examinations can be met (sufficient time is available for the examination during the examination period). Decision concerning the occurrence of a force majeure event shall be made by the Dean concerned. Request for the establishment of the occurrence of a force majeure event shall not be submitted after the end of the examination period.
- (30) An examinee shall present his or her knowledge to the best of their knowledge and abilities, in observance of the principles of fairness.
- (31) The examiner shall assess the knowledge of the examinee in observance of the principles of fairness, to the best of his or her ability.
- (32) The rules of ethics of their profession shall apply to both the examiner and the examinee, and the provisions laid down in the University’s Code of Ethics concerning behaviour regarding remote examinations shall apply, supplemented with the rules laid down in this decree.
- (33) A student may request exemption from the obligation to take an examination in person, specifically for reasons relating to the epidemic, from the Rector.
- (34) Special rules on the regime of doctoral training: Complex examinations and doctoral defence sessions organised with the minister’s permit as per Section 8 (1) shall be conducted with the attendance of the candidate, the members of the committee and the theme leader; however for those under quarantine or being abroad or exposed to extraordinary health risk (being over 65 years of age, pregnancy, immune deficiency etc.) participation through ZOOM shall be enabled. Moreover, the presence of up to 1 technical personnel shall be permitted for defence at place of work or at a public venue, while other persons may only be present through ZOOM. Admission examinations may be conducted with the examinee being present in person or by ZOOM, depending on the decision of the chair of the panel. A student who spent time during the epidemic abroad shall present the document in proof of the test carried out as ordered earlier on as part of the epidemiological action during the examination or the doctoral thesis defence, or the official document issued in the framework of the epidemiological action.
- (35) The Faculties shall pay special attention to the content of the newsletter contained in No. 137 //2020.09.02. FIR in the calculation of the duration of the suspension of the student relationship.
- (36) The block directors/faculty economic directors shall post the necessary notices concerning the epidemiological actions taken.

Students' benefits for the students of physician, health sciences and teacher training programmes participating in the fight against COVID 19. during the emergency pursuant to Government Decree 478/2020. (3.XI.) on the announcement of the emergency

- (1) The provisions defined in the current phase are applicable to the full-time students and part-time students organised by the university by order and participating voluntarily in the protection against COVID 19 during the period of the emergency in the 2020/2021 university year, or the students having taken on the subject "social work", and also the students who had a confirmed case of Covid, or who were in quarantine as proven during contact searching. (this does not apply to any quarantines for travelling reasons).
- (2) The provisions defined in this current phase also cover the students studying in a foreign language who have provenly performed tasks on a voluntary basis (for at least 2 weeks) in connection with the epidemiological situation at the various organisational units of the University.
- (3) In the case of those students who participated in epidemiological tasks based on an order or voluntarily, the examination period of the autumn semester of the 2020/2021. university year will be extended by two weeks compared to the announced period as per the schedule of the academic year (hereinafter: weeks 8-9.). Students may request permission from the dean to get the opportunity of sitting for the examination outside the examination period until the Wednesday on the week of enrolments (hereinafter: week 10.). Those who carried out epidemiological tasks for longer than two weeks, or who were quarantined or under epidemiological surveillance during this time, and could certify that, may receive further opportunities to make up for any missed exam at the discretion of the dean. Legal remedy against such a decision may be sought in line with general legal provisions.
- (4) The period for choosing courses is in week 9. week of the examination period, except for the students who take their exam outside the examination period and have the right to choose courses until the end of week 10.
- (5) All students may make up for missed practice on weeks 8-9.
- (6) Decisions on making up for missed exams, credits and the areas for practical courses, due to their faculty specific nature, belong to the competence of the deans of faculties.
- (7) In subjects with a final exam, the signature over "signed" is a precondition of the possibility to sit for an examination. The deadline for obtaining the signature shall be the end of the third week of the examination period as the latest in contrast to paragraph (1), 29 § of TVSZ (Study and Examination Regulations).
- (8) A successful exam can be repeated for improvement until the end of week 10. in contrast to paragraph (11), 33. § of TVSZ.
- (9) In contrast to paragraph (3), 26 § of TVSZ, the maximum number of students to whom a grade is offered can be defined by the dean of the faculty at a % level higher than 5 % of the students, in regard of which offering grades will be possible until the end of the first week of the examination period.
- (10) As for the students who participated in epidemiological tasks based on an order or voluntarily in the autumn semester of the 2020/2021 academic year, and can certify this properly with the order or a voluntary contract, at least three opportunities shall be given during the examination period to make up for the evaluation of the partial performance in the term time contrary to paragraph (1), 36. § of TVSZ.
- (11) If the subject is closed with a practical grade as per the sample curriculum, at least two opportunities for correction or make-up shall be ensured until the end of the first two weeks of the examination period in contrast to paragraph (3), 36. § of TVSZ.
- (12) In contrast to 16. § of TVSZ - having regard to paragraph (1), 45. § of Nftv. -, suspension is allowable for the students even several times if it does not run beyond two consecutive semesters, with the exception of spring semester 2019/2020, which is not included in the two consecutive semesters.

- (13) In contrast to paragraph (7), 5. § of TVSZ, any permissions to fulfil pre-study requirements and take on parallel subjects may be given by the dean based on the approval of the department responsible for the given subject.
- (14) In contrast to paragraph (8), 22. § of TVSZ, any subject taken on by a student in the autumn semester of the 2020/2021. academic year may be cancelled without any consequences until the end of the term period.
- (15) The deadline of thesis submission defined in the rules of procedures of the academic year may be modified by the dean at his discretion for a later date, of which the students shall be informed at least 15 days before the deadline as set out in the rules for the academic year.
- (16) The fee payments, set out in Annex 8 on the Titles and Extent of the Fee Payments of the Student Allowance and Fee Payment Regulations in SZMSZ III.4., shall be reduced by maximum 50 % in the 2020/2021. academic year.
- (17) The dean of the faculty shall decide about the possible use of discounts upon the request of the students. Legal remedy may be sought against the decision in line with the general legal provisions.

11. §

Rules for image and sound recordings to specifically facilitate online classes in the courses for training health professionals

- (1) Purpose of making recordings: image and sound recordings on the treatment of patients at the University may primarily be made in such a way which makes the treated person unidentifiable on the recordings. Any recording made shall not be hurtful or humiliating for the person concerned. Any recordings on an intervention or operation may only be made for the purpose of and in line with demonstrating the professional purpose of the intervention. In such a case, the purpose of the image and sound recording shall expressly be the compilation of a professional material for the students – primarily in online education.
- (2) Legal basis of making the recordings: those making the recordings are present during the intervention for the compilation of a training aid material to facilitate the training of health professionals. They are subject to spatial and time restrictions regarding the personal and special data learnt in connection with these activities, as well as to confidentiality regardless of their legal relationship with the University.
- (3) The person making the recording: recordings can only be made by a person employed by the University or acting on the basis of a contract expressly applicable for this purpose. All rights related to the preparation of the recording shall be retained by the University. The enforcement of legal provisions applicable to the management of personal data shall be ensured in the contract concluded with the person making the recording, and during the activity performed on the basis of the contract.
- (4) Approver of the recording: any recording may be made at the (registered) written request of the physician/chief physician making the intervention with the consent of the head of the clinic providing the care. The clinic providing the care shall keep the requests and permits on up-to-date records.
- (5) Controller of the recording: the physician/chief physician making the intervention shall be the controller of the record making. The persons making the recording shall keep the instructions of the controller during their activity; they shall not hinder or impede the intervention in any way. Any legal violation shall result in the immediate cessation of the recording.
- (6) Statement of the person in care: the patient shall be informed prior to the intervention that a recording will be made to which the patient's consent shall be requested. If due to the nature of the intervention, the recording can only be made in a way which allows for the identification of the patient, the patient's consent shall also cover this. The information and the consent, and later the recording shall be kept as part of the patient's documentation.
- (7) The consent to making the recording and its presentation for educational purposes shall be given in a statement independent of the consent to the intervention; the separate statement is a validity

component of the consent. Additionally, the consent is only effective if it is given by the patient free of any influencing, on a well-informed basis and voluntarily.

- (8) Making the recording anonymous: a patient is identifiable if their identify can be clearly identified without any doubt based on the face or any other individual corporeal sign (wound mark, tattoo). Possible identification shall be eliminated by covering or technical masking of the patient's face or individual corporeal signs.
- (9) Approval of the recording: the recording that has been made and compiled shall be approved by the physician leading the intervention and the head of the care providing clinic with simultaneous notification of the Centre of the Clinic.
- (10) Storage of the recording: the recording is part of the health care documentation therefore its management and storage will be subject to the general rules for health care documentations. The storage time is 30 years in line with paragraph (1) 30. § Eüak.
- (11) Access to the recording: Access to the image and sound recording – for educational, mainly on-line teaching purposes – may be provided from the university repository (with a solution provided by the IT Directorate) for a defined period of time, and by applying another info-communication solution outside the University (e.g. cloud).
- (12) The recording of the operation and the person concerned made in an unidentifiable way may be made accessible from the university repository after the identification of the user. The user shall be informed about the time window open for getting acquainted with the material.
- (13) In case of a recording of a person made in a way where the identification can be made, access shall be provided without making any downloading or saving possible for the user.
- (14) The user shall ensure when getting acquainted with the recording that no unauthorised persons can become familiar with it. Attention shall be called to the fact that the violation of data processing rules is considered to be (also) as an offence against the (medical) code of ethics.
- (15) In case of the application of a virtual server, only recordings with unidentifiable persons may be uploaded on the server.
- (16) The recordings shall be issued upon the request of the subject of the recording (a person authorised by them, or their legal representative) in line with the rules of the Eütv (Act on Healthcare). and Eüak (Act on Health Data).
- (17) Any student or colleague authorised to get acquainted with the recording may get access to the system only after having identified himself without any doubt, and having provided the mandatory statement – a precondition for entry - for the processing of the data of the operation/intervention in the recording made in a way which allows identification.
- (18) The student's statement
 - a) covers the confidentiality liability,
 - b) covers that only such circumstances for access are provided which do not make it possible for any unauthorised persons to get acquainted with the data,
 - c) covers – in case of a legal violation – the ethical and legal responsibility,
 - d) violation of the rules has the consequence of denying access.
- (19) The student makes the following statement as a precondition of access:

„I herewith declare that

 - *I am familiar with the rules of personal data processing,*
 - *I am clear with the fact that I am subject to confidentiality with regard to the personal data I learnt from the recordings of the intervention regardless of my legal status which was the basis of access and without any time limitations,*
 - *I am obliged to organise the playing of the recording in such a way that the data of and the information about the person presented on the recording in an identifiable way shall not be disclosed to any unauthorised persons,*
 - *I declare that I will only use the information learnt from the recording for the purposes compatible with the activities of the University, apart from personal use I will not*

upload, share or make it available on a platform, in a group or in any other form, as a result of which unauthorised users may have access to it, and

- *I understand my ethical and legal responsibilities for violating the rules of access to the recording and the rules of data processing.”*

12. §

Provisions concerning higher education with regard to students with a non-Hungarian citizenship

- (1) In addition to the rules of the current Rector-Chancellor Order applicable to students, the faculties of the University shall be obliged to get familiar and comply with the Rules of Procedure in Annex 7. hereinafter, with regard to which, I herewith order that the following provisions shall be complied with.
- (2) The deans of the faculties shall provide for the students to get familiar with their obligations set out in the Rules of Procedure not included in the current Rector-Chancellor order.
- (3) In line with the annex of the Rules of Procedure, a certificate shall be issued for entering the country from abroad for any student with non-Hungarian citizenship (hereinafter: student).
- (4) In 24 hours of entering the territory of Hungary, the student shall make contact with the academic registrar, and if an exemption from the resolution ordering a quarantine is necessary (only for the case when participating in a molecular biology test), the student shall consult the academic registrar, and shall appear at the abode specified in the certificate as per the annex of the Rules of Procedure.
- (5) The deans of the faculties shall provide for the obligations in paragraphs (1) – (4) to be properly fulfilled within their organisational units.

Part III.

Special rules applicable in the framework of vocational training and public education

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15. §

Closing provisions

- (1) This current instruction enters into effect simultaneously with its publication on the website of the university and remains in effect until revocation with the proviso that a consent from the Students' Self-Government is necessary for 10. § 10/A., § and paragraph (2) of 15. §.
- (2) In case of paragraphs (2)-(3), (7)-(8), (11), (13-35) 10. §, the time set out in TVSZ shall be guiding for the time of the examination. If the emergency is prevailing when the examination is announced, the deadline guiding for the change in the last sentence of paragraph (2) shall be the deadline in paragraph (9), 10. §.
- (3) Simultaneously with taking effect, Rector-Chancellor Order No. E/2020 (16.VII.) and E/20/2020. (01.IX.) shall lose effect.
- (4) With reference to subtitle 3. Protective measures for events of Government Decree 484/2020. (10.XI.) on the second phase of the protection measures to be applied during the emergency, Annex No. 2. of the current order shall lose effect from 11. November 2020.
- (5) Having regard to the continuously changing epidemiological situation, I herewith authorise the Directorate General for Legal and Administrative Affairs to replace the annexes of the current order by the effective documents in case of any changes of the documents with the sectoral rules

(rules of procedure, recommendation, action plan) issued by the Ministry of Innovation and Technology, the Ministry of Human Capacities and the Educational Authority – immediately after having received them.

Budapest, 10. December 2020.

Béla Merkely M.D.
rector

Lívia Pavlik M.D.
chancellor

I herewith provide consent of the Students' Self-Government for 10.§, 10/A.§ and paragraph (2) 15.§ (2):

Bálint Tripolszky
HÖK President

See further up-to-date rules and recommendations in connection with protection against the SARS-CoV-2 virus on the sub-website of the Hospital Hygiene Department (<https://semmelweis.hu/korhazhigiene/koronavirus/>).