



## **MEMORANDUM FROM THE RECTOR**

### **about the altered order of education in the 2nd term of the school year 2019/2020**

I hereby inform teachers and students of our University that the order of education in the 2nd term of the school year 2019/2020 changes due to health emergency. The aim of the following alterations is to ensure the successful completion of the term, setting the time frame for those subjects which need personal presence and consequently cannot be absolved via distance learning

#### **I. PERIOD OF INSTRUCTION**

**until 2020. May, 9th:** theoretical period of instruction.

Distance learning for all theoretical subjects that can be studied individually for all BA and master courses.

**until 2020. May, 31st:** period of professional instruction.

With the instruction of teachers, the maintenance of students' physical form is continued in the form of distance learning at dance artist preparatory courses, at dance artist BA and dance teacher BA levels throughout this period.

In accordance with the decision and the note sent out to the year/group in question by the head of department, the following years are freed partly or fully from this: ballet 8th and 9th years, 5th year folk dance artist and final year dance teachers – with regards to final exams and thesis events. The time span of this exemption guarantees the required amount of time to prepare for and pass exams.

#### **II. EXAM PERIOD**

##### **II. 1. The period of Exams of theoretical subjects (without final exams)**

Dates of exams are named by teachers who have coordinated them with heads of departments.

**2020. April 30th** the approved dates of exams are forwarded by heads of departments to the e-mail address of [tanulmanyi@mte.eu](mailto:tanulmanyi@mte.eu)

**2020. May 4th.** Announcing dates of exams. In Neptun: the dates of exams with a handed-in paper and online exams (with the teacher in a live conference call).

**Between 2020. May 4th and May 30th:** students enrol for exams.

The deadline of signing up for exams with a handed-in essay/written task in Neptun: **2020. May 15th.**

**2020. May 15th.** The deadline of handing in written tasks prescribed by the teacher during the theoretical instruction period.

**Between 2020. May 11th and May 30th:** theoretical subjects' exam dates (including Saturdays as well).

Exams with online presence from the theoretical subjects, the teachers of which have prescribed this during the period of instruction (online live with the teacher).



**Between 2020. June 2nd and June 6th (Saturday):** re-take exams.

This period is for unsuccessful written tasks or their substitution with an exam, also for failed online exams.

## **II. 2. The planned order of exams for practical professional subjects**

### **A) Between 2020. June 1st - June 30th: primary preparation and exam period of practical subjects**

If from 1st June it is possible to attend the university, this period will be named for preparing and taking practical exams and group exams.

If attendance is still impossible from 1st June, another memorandum will inform you **until May 15th 2020**, as the latest date. In that case the term will be interrupted and summer vacation will be given from **June 11th until August 9th**.

All teachers are obliged to take their summer holidays in this period and be within call from August 10th.

### **B) Between 2020. August 10th - September 5th: a secondary practical preparatory and exam period.**

If entry into the institution is not possible in the primary period but it is possible from 2020 August 10th, preparation and exams in practical subjects, also group exams will be held during this period.

If on July 31st I see that entry into the institution is impossible from August 10th but it will still be possible later in August and can be realized within a month, finishing by 30th September, the dates of that exam period will be announced in a new memorandum.

If starting classroom instruction is impossible until 31st August, i.e. a one month period to prepare for and take practical exams until 30th September the latest, is questioned, a new concept will have to be elaborated.

## **II. 3. Comprehensive exams**

As these types of exams require personal presence they will not be held in the theoretical exam period but in the practical preparatory and exam period with time limits as set in II.2.

Fixing dates of comprehensive exams will take place as follows:

- if it is possible during the primary practical period, i.e. between 1st and 30th June, then between 16th-20th May
- if organising them is possible during the secondary practical preparatory and exam period, i.e. between August 10th-September 5th, then between August 1-5. 2020.
- if it is impossible to organise the exams from 10th August, then within 5 days of the actual date of starting the period.

If prohibitions are prolonged, (entry into institutions is forbidden) and comprehensive exams cannot be finished until 30th September, a new concept will be elaborated.

## **III. FINALS**

### **III. 1. The order of BA theoretical exams (thesis defence)**



To take the exam the following requirements have to be met: passing the last practical exam as set in the curriculum, passing all theoretical and practical subjects as prescribed in the curriculum and registered in Neptun with leftover units to reach the minimal credits (BA-180) to issue a diploma.

Considering the extraordinary situation, I allow defending one's thesis even if the student has not taken any one of their comprehensive exam (as set in II.3)

#### Deadlines:

**2020. April 30th.** Handing in degree theses.

**2020. May 15th** handing in theses with an over-time charge (5.000,-Ft): a peremptory term!

**2020. May 29th (Friday):** opponents hand in their evaluation of thesis

The text is the final version, approved by the consultant. Handing in involves loading the documents „Entry level” and „Statement of originality” into Neptun. Further information in connection with these is available on Neptun's opening page from **14th April 2020.**

**Between 2020. June 2nd (Monday) and June 10th (Wednesday):** theoretical finals' part (thesis defence).

On the proposal of the head of departments, it is the head of the institute who decides about arranging the different years and majors. Then the heads of departments forward the fixed and approved dates of exams to [tanulmanyi@mte.eu](mailto:tanulmanyi@mte.eu) until 2020. April 30th, the registrars office announces them in Neptun until May 15th.

Signing up for finals in Neptun opens on 2020. May 15th with regards to the last absolved units and is possible until 15.30 the day before the finals. On the day of the finals it is no longer possible to sign up for the exam even if paying an over-time charge.

Thesis defence takes place in front of a committee composed of a chairperson and two members in the form of an online conference. (Another student and if necessary a member of the registrars office is also present). For one student the maximum amount of time is 20 minutes. At the defence event the presence of the opponent and the consultant are not required. Reading out the evaluation of the opponent is unnecessary as both the committee and the candidate will have received that in a written form. Finals organised and held by different committees can take place simultaneously.

### **III. 2. Preparatory years and BA practical final exams**

**Public exam performances** of dance artists, choreographers and dance teachers, scheduled for May-June 2020 cannot be arranged. Replacing them and the options for getting marks in practical finals are listed here as follows:

Version A



*(provided the institution can open in June)*: Between **2020. June 1st - June 30th** learning and practice period, followed by exam performances with limited publicity between **July 1st-15th**. Venues: Erkel Theatre or the National Dance Theatre. If these are excluded: in our theatre hall named after Zoltán Nagy Jr. On the proposal of the head of department responsible, the head of institute concerned can initiate arranging the final exams in classrooms.

#### Version B

*(provided the institution cannot open in June)*: Between **2020. August 10th - September 3rd** learning and practice period, followed by exam performances with limited publicity. For venues see Version A.

#### Version C

*(provided the institution cannot be opened from August 1st or if it is open but a number of last year students taking part in the exam performances have already signed contracts with troupes, companies and because of these commitments are unable to take part in the preparation)*:

A final exam committee composed of specialist teachers proposes marks based on preparations, choreographies for exam performances, often recorded and performed on the home stage, during the earlier phases of the school year, considering students' achievement. The committee is entitled to accept other productions fitting into the profile of the dance specialization at the practical final exam.

### **IV. THE QUESTION OF PARALLEL PRIMARY AND SECONDARY SCHOOL EDUCATION**

The time frame for grammar school pupils and students has been set on a national basis. The time schedule is independent of scheduling the contents of teaching different subjects. As far as Ferenc Nádas Grammar School and Student Hostel is concerned, the detailed rules are described in the document, available from 2020 March 25th, called "The procedure and temporary regulations of the order of public education and its control during extra-classroom, digital teaching and education."

Budapest, 2020. April 6th.

**Dr. Gábor Bolvári-Takács**  
professor, rector

#### Post scriptum:

Referring to the call of the Secretary of State responsible for higher education, we call our students' attention to obey the laws and regulations of Hungary at all times, including the regulations and decrees referring to the emergency situation. Violating the rules can result in deportation from the country and a ban to enter the country for several years.