

Dean's Order no. 4/2022. (X.26.) concerning activities aiming to reduce utility costs, along with the corresponding changes in the organisation of education and exam period in the fall semester of 2022/23 at the Faculty of Sciences

1. § The scope of the order involves all employees and students of the Faculty of Sciences (hereinafter referred to as FoSc).

2. § (1) Instruction period ends at 2nd of December, 2022.

(2) Fall break is cancelled. Educational consultations at correspondence programmes will be discussed by the relevant educational coordinators of the institutes in cooperation with the Registrar's Office (RO). Should it be necessary, timetable alterations in the correspondence programmes can be initiated by the RO at the faculty's website and also in Neptun, and the administrators will notify the students about the occurring changes.

(3) The FoSc will publish the altered schedule of the current academic year (appendix no. 1 of present Dean's order) on the faculty's website.

3. § (1) Exam period will take place between 5th of December 2022 and 20th of January 2023. All exams will be conducted in a physical, personal format. During the organisation of the exam period, it must be taken into consideration that all work is suspended and all buildings of the FoSc are closed between 24th of December 2022 and 8th of January 2023, as stated in Rector's, Chancellor's and KK President's Combined Order 2/2022. Exceptions of this can only be allowed with the proper reasoning of the teacher, a written permission by the Dean and restrictively by conducting exams in an online format.

(2) The deadline for finalizing offered grades (regarding facultative and other subjects) is the final day of the instruction period, 2nd of December 2022.

(3) Scheduling early exams to the last two weeks of the instruction period, between 21st of November and 2nd of December, are only allowed in the case of exam courses.

(4) The dates of the exams must be advertised by 7th of November the latest, and this will be constantly supervised by the RO.

(5) The organisation of exams must be in accordance with the following points of the Code of Studies and Examinations:

"Not later than four weeks before the end of the instruction period the Faculty shall publish the date of the certain exams, the maximum number of students stipulated for the certain exam days, the names of the examiners, the time and manner of registering for the exam, and the date of announcing the exam results in the ES.

In the course of establishing the order of exams and determining the number of exam days, the experience of exams of the given course, the number of student-candidates and the number of lecturer-examiners shall be taken into consideration together with the fact that the student shall have the opportunity to take a further exam in the given course pursuant to the provisions hereof. In disputed cases the Dean shall designate the exam days."

(6) Equity exams will be conducted on the 23rd and 24th of January, 2023. Submitting the inquiries is only possible within 3 days after the failed exam, but during the exam period the latest. The inquiry will be refused, if the exam cannot be organised at the designated days.

4. § (1) The deadline for submitting theses at the FoSc is still 5th of December 2022 for free and 12th of December 2022 for late fee. Members of the evaluation committee must be designated and their names sent by the educational coordinators of the institutes to the RO by 16th of December 2022 the latest.

(2) Thesis defences and state examinations at the FoSc will take place on the 9-10th of January 2023, and on the 23-24th of January 2023.

5. § (1) During the closed period between 24th of December 2022 and 8th of January 2023, work is suspended and all employees of the FoSc should be granted their leave in accordance with the existing legislations. During this time, only temperature-control heating operates in the campus. Entering and staying in the building is restrictively allowed with a specific Dean's permission, based on a proper reason, and only until the objective demanding personal presence in the building is completed. For this kind of inquiry, the form included in appendix no. 2 must be filled and submitted in the Dean's Office. The office will notify the applicant in e-mail about the result of the inquiry's evaluation.

(2) The closed period also involves the suspension of personal supervision and administration in the building of the FoSc. The RO can only be contacted via their central e-mail address (ttkto@gamma.ttk.pte.hu, ro@gamma.ttk.pte.hu) in the case of urgent, but electronically manageable matters.

6. § Entrance examinations at the FoSc will take place online on the 9-10th of January 2023, the detailed regulations of which can be found in Dean's Order 5/2022 (X.24).

7. § Every university citizen is obliged to handle their tasks with close attention paid to energy consumption.

8. § This order is in force from the day of authorization by signature until withdrawal.

Pécs, 26th of October 2022

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