**Temporary procedure for the completion of professional practices in non-teacher training majors**

Relevant in the spring semester of 2020/2021 academic year

The scope of this temporary procedure is relevant for those students whose professional practice is due in the spring semester of 2020/2021 academic year and whose practice was suspended or did not even start.

*If the student is able to continue work online or was able to change the location of the practice, the current process goes on as usual.*

* If the student is able to complete 70% of the professional practice hours until the deadline of the pre-degree certificate (stipulated in the training and outcome requirements of the given major), the completion of the professional practice is officially accepted. The completion of the practice is also possible in the exam period of final-year students.
* In addition to the abovementioned point, another case is possible: if the student is not able to complete this 70% due to circumstances beyond his or her control, the expected performance may be made up/substituted.
* In case of suspended professional practices, the major coordinator (or pair of coordinators in certain majors (hereinafter: major coordinator) is supposed to give the students written home assignments or professional tasks to make up the missing practice hours. The student shall provide the major coordinator with a written report (it is added to the regular written report about the practice) which shall be evaluated by the major coordinator. If the task is accepted, the grade (signature or seminar mark) shall be indicated in Neptun by the major coordinator.
* Whole-semester complex professional practices can also be completed with an assignment (or professional project task) only if the previously completed number of working hours is close to 40% of the total required number. Major coordinators are supposed to judge this particular situation.
* All of the abovementioned points are continuously updated and are subject to change. In case of any amendments, all people concerned will be informed as soon as possible.

**Please read this procedure carefully and if you are concerned contact your major coordinator and discuss the conditions of course completion until March 25th 2021 at the latest!**

Eger, March 11th 2021  **Dr. Hajnalka Csáfor s.g.**

 Vice-Rector for Educational,

 Training Development and Curricular Affairs