

## Dean's Order no. 5

12 November 2020

Dean's Order no. 4 is hereby repealed as of 12 November.

Teaching at the Faculty of Economics and Business (GTK) switched to digital distance education from 9 November 2020.

The implementation of the teaching can be found in Annex 1 to Dean's order no. 5.

Teaching will take place on the basis of the time schedule published on the website of GTK, without the personal presence of the students.

The university's **e-learning system (<https://elearning.unideb.hu/>) must be used** in case of all courses taught at GTK in this semester. Faculty members are required to upload to the e-learning system the course materials for a given class at least 24 hours before the class, in a manner accessible for the students.

The **set of requirements** and the times of office hours by teachers have been uploaded to the e-learning system by 4 September, and are available under the "**Official information**" menu item. The set of requirements cannot be changed subsequently.

In case of the **correspondence programme**, examinations in the given course may be conducted in accordance with the requirements of the Academic and Administration Rules, within 2 weeks after the last consultation, in compliance with the rules set forth in Annex 2.

In the first semester of the 2020/2021 academic year, the professional practices must be evaluated by the persons in charge of the degree programmes, on the basis of the documents uploaded to the electronic system of MAG Praktikum Nonprofit Kft.

The administration of student's class attendance takes place, in all cases, in the **e-learning** system, on the interface of the given course, with the application of **attendance sheets** created by the teachers. In case of the correspondence programme, the attendance records must be completed in blocks of 5 lessons.

In the buildings used by GTK on the Böszörményi Street Campus and the Szolnok Campus, all persons (students, teachers, external guests) are required to wear face masks properly (covering both the nose and the mouth). Exceptions are offices where only one person works.

Persons entering the buildings of the GTK who do not have a mask or do not wear it properly may be sent out from the building.

In case of a change in the health condition of the student, the document titled "Declaration in connection with COVID-19 infection" must be completed again within 12 hours.

The absences of students are treated in accordance with the requirements of the Academic and Examination Rules. It is recommended that students should retain their official certificates/doctor's notes related to their absences, and in case the extent of those absences exceed the permitted level, they should submit a general application in connection with this

issue via the Neptun system. Decisions on these applications will be made on a case-by-case basis.

Electronic channels will be the means of continuous communication with students for all persons working at the Faculty of Economics and Business, which channels will be found in case of teachers in the syllabus for the given course available in the e-learning system. Contact with administrative employees at the institutes is possible via e-mail or telephone.

Contact with the employees of the Registrar's Office (or the Office of Education Organisation in Szolnok), with the Vice Dean for Academic Affairs and the Vice Dean for International Affairs in case of matters requiring personal presence is possible by way of making an appointment in advance via the e-appointments system of the University of Debrecen; in all other cases, contact is only possible via telephone or electronic channels (Neptun, e-mail).

Student applications can only be submitted via the Neptun system, with the exception of applications for credit transfer. The rules applicable for the submission of credit transfer applications can be found in the rules of procedure titled "Credit transfer at the Faculty of Economics and Business."

For areas not covered by the present Dean's Order, the relevant provisions of the Academic and Examination Rules are applicable.

Debrecen, 11 November 2020

Dr. Károly Pető

Dean

## Annex 1 to Dean's order no. 5

### On the implementation of digital education outside of classrooms in the first semester of the 2020/2021 academic year

**The objectives of the courses remain the same; however, their mode of implementation have changed.**

The university's e-learning system (<https://elearning.unideb.hu/>) must be used in case of all courses taught at the Faculty of Economics and Business in this semester.

- 1) **Digital education outside of classrooms must be implemented at the originally scheduled times with the use of the Webex system, or in case of teachers with no Webex registration with the use of the Webinar (BBB) system.**
- 2) All times indicated in the class schedules are given according to the Central European Time (CET) zone.
- 3) **The locations from where teachers teach the classes are, in case Debrecen, in the buildings of the Böszörményi Street campus of the University of Debrecen, and in case of Szolnok, in the building of the Szolnok Campus; an exception from the above must be teaching in the correspondence programme,** as well as teachers who are in official quarantine or have a separate permit from the Dean. In the latter case, teachers are required to submit the relevant certificate to the [gtk.dekan@econ.unideb.hu](mailto:gtk.dekan@econ.unideb.hu) email address. The substitution of those whose health condition does not allow them to teach and are on sick leave must be solved within the given Institute; no classes can be rescheduled to a different time slot for this reason.
- 4) **Teachers having access to Webex are required to teach their classes on Webex, without exceptions.**
- 5) Teachers teach the classes live, in the form of "scheduled training sessions" or in Webinars (BBB), by ensuring due interactivity wherever it is possible with the given number of students attending the course. The link for the class session scheduled in the Webex system or the access link for the Webinar (BBB) system must be provided for the students in the e-learning system, together with the course materials. Uploading is the task of the teachers.
- 6) Students are required to log into the Webex system with their own full names, as used in the Neptun system.
- 7) In digital classes, held outside of the classroom, students are required to use cameras and microphones.
- 8) In the full-time programme, in case of practical courses, attendance is only recognized if the student's camera and microphone are turned on. If the student fails to satisfy these conditions, the teachers will delete the attendance of the student from the system.
- 9) In the full-time and in the English-language programmes, teachers are required to block the possibility of joining after the 20th minute of the class. After this point, students can no longer join the given class, and their absence will be recorded. In case of the correspondence programme, students may join the class at any point within the time interval according to the schedule of classes.
- 10) Teachers must teach the classes with the wired internet connections installed.
- 11) Students are prohibited from making audio/video recording at the lectures, seminars, and examinations. The violation of this rule must be grounds for disciplinary proceedings.

## Annex 2 to Dean's order no. 5

**Special measures in the autumn semester of the 2020/2021 academic year, applicable to the examination periods of students graduating in the autumn semester (in cross-semester programmes), correspondence students, as well as the writing of written tests and the execution of examinations/tests during the semester**

1. Tests/examinations may only take place to the extent permitted by the e-learning system. A condition of participation at the examinations during the examination period is the completion of the data protection declaration available in the form of a questionnaire.
2. In accordance with the privacy notice on data controlling activities conducted by the Faculty of Economics and Business of the University of Debrecen, in the course of examinations conducted in the framework of digital distance education, audio and video recordings of the examinations are made and stored by the Faculty of Economics and Business. Only the examiner is allowed to make recordings of the examinations. The recordings must be stored on the computer of the examiner. The teacher must erase the recordings after 2 weeks following the end of the examination period. Students are not allowed to make any recordings of audio or images, or to use virtual backgrounds during the examination. Violation of the rule must be grounds for disciplinary proceedings.
3. **The locations from where teachers conduct the examinations must be, in case Debrecen, the buildings of the Böszörményi Street campus of the University of Debrecen, and in case of Szolnok, in the building of the Szolnok Campus; an exception from the above must be conducting the examinations of students in the correspondence programme on Saturdays,** as well as by teachers who are in official quarantine or have a separate permit from the Dean.
4. The teacher must publish the Webex link used in the course of the examination in the examination topic of the e-learning course, as well as the date of the examination in the designation of the examination.
5. Students must notify the teacher as soon as possible if experiencing any technical problems during the examination.
6. When announcing the examination in the Neptun system, teachers must enter the link (exact URL) of the elearning.unideb.hu course where the examination is taking place, as well as the text "Students must notify the teacher as soon as possible if experiencing any technical problems during the examination."
7. In order to make the examination secure, the teacher is required to use, in all cases, the following settings in the elearning.unideb.hu system, which can be set in the "Edit settings" item belonging to the test:
  - a. In the description field of the test, the following must be entered:

*"Students must notify the teacher as soon as possible if experiencing any technical problems during the examination."* To launch the test, the following pop-up windows need to be permitted.
  - b. Setting the time limit and the automatic handling of overdue attempts in the "Timing" menu items.
  - c. In the "Layout" menu item, all questions on a new page, and "one after the other/subsequent" navigation mode (the latter can be found in the "Layout" menu item, by clicking on the "Display several" label).
  - d. In the "Behaviour of questions" menu item, random order of the questions and delayed feedback.

- e. In the “Checking options” menu items, only the visibility of the points can be permitted in all three cases.
  - f. In the “Special restrictions for attempts” menu item, after entering the password and clicking on “Display more”, in case the browser is safe, setting the “Full screen pop-up with some JavaScript security” option. This setting prevents students from being able to copy to and from the test with the use of any key combination. For this it is necessary for the student to allow pop-up windows in the browser.
  - g. In the “Restrict access” menu item, setting of the date and group participation (an educational video was made earlier on the setting up of groups).
8. If the examination can be conducted in the e-learning system without any problems and the student “does not appear” at the examination, the teacher records the fact of non-appearance in the Neptun system. The student can provide proof of the reason for his/her legitimate absence in accordance with the requirements of the Academic and Examination Rules, in the form of a general application.
  9. If the examination can be conducted in the e-learning system without any problems and the student’s examination is interrupted due to technical problems, or the student claims that the system dropped him/her, the procedure to follow is the following: the student indicates this fact to the teacher. After receiving such indication from the student, the teacher forwards this, together with the identification data (name, Neptun code, the link of the examination in the e-learning system), without delay, to the [tavoktatas@econ.unideb.hu](mailto:tavoktatas@econ.unideb.hu) address, and awaits feedback from there.
  10. Our teachers will receive separate information concerning the Webex settings to be used for examinations.
  11. Teachers must conduct the examinations with the wired internet connections installed.
  12. During the test/examination no other person but the student is allowed to stay in the room using for examination. The student must prove it with the use of the camera at the request of the teacher.
  13. For students who believe, on the basis of the experiences gained during the digital education that the examination may pose problems due to technical reasons, we provide an opportunity to take their examination in the education building/buildings of the Faculty of Economics and Business of the University of Debrecen designated for this purpose. In this case, the student can join the examination from a classroom. Students who intend to use this option are required to indicate this fact minimum 1 week before the exam date by writing to the [tavoktatas@econ.unideb.hu](mailto:tavoktatas@econ.unideb.hu) e-mail address. The subject line of the e-mail should have the name of the subject and the date of the exam, and the text of the e-mail should include their name, Neptun code and major.

***Written tests:***

- Prior to written tests, the teacher must hold a brief information session in the framework of a Webinar BBB or Webex meeting, during which the password needed for writing the test in the e-learning system is shared with the students orally.
- Students are required to keep their cameras and microphones turned on continuously during the test. Failure to comply with this rule means that the student is not allowed to participate in or continue the test. This must

automatically mean a failing grade, which the teacher must enter in the Neptun system without delay. The IP address registered while using the Webinar BBB or Webex meeting must be the same as the one registered in the e-learning system. If the student does not keep the camera turned on or the two IP addresses are different, the student is considered to have failed the examination.

- During the test/examination, the teacher must continuously monitor the images from the cameras, and must ensure that the student participates in the test/examination independently, without external help, in accordance with the requirements.
- At the request of the teacher, the student must, with the use of the camera, provide proof of his or her personal identity by presenting one of the documents defined by the Academic and Examination Rules of the University of Debrecen. No electronic recording is allowed to be made of the process of identification.
- If the teacher is conducting the examination with the use of the test module of the e-learning system, access to the test must be provided, with a time limit set, for a duration equalling to the time devoted for solving the test extended by 10 minutes. (For example, if the length of time devoted to solving the test is 60 minutes, then the test must be made accessible for 70 minutes.) The starting time of the examination must be the same in the Neptun and the e-learning systems.
- In the course of online examinations, the rules set forth in Section 18 (9) of the Academic and Administration Rules, as well as in the Code of Ethics of the University of Debrecen must be applicable.

#### **Oral examinations:**

- Oral examinations may only be conducted in the framework of Webex meetings.
- Students are required to keep their cameras and microphones turned on continuously during the test. Failure to comply with this rule means that the student is not allowed to participate in or continue the test. This must automatically mean a failing grade, which the teacher must enter in the Neptun system without delay. In the course of the examination, two students must be simultaneously in the online examination space, while other examinees who joined the Webex meeting must wait in the Webex lobby. All students are required to log in to the meeting 15 minutes before the designated time.
- If a question is to be picked at the oral examination, the random number generator function of Excel must be used.
- After the selection of the examination question, the student has 3 minutes for preparation, in the course of which they can prepare notes on a blank, white sheet of paper previously shown to the teacher, on which the student must enter, in a manner visible to the teacher via the camera, the identification code sequence (a combination of letters and numbers) as requested by the teacher, and must show the sheet to the camera again before starting to answer.

### Annex 3 to Dean's order no. 5

#### On the implementation of the defence of student theses / diploma projects / final theses at the institute, in the autumn semester of the 2020/2021 academic year

1. At the Faculty of Economics and Business of the University of Debrecen, the defence of **student theses / diploma projects / final theses** at the institute must take place between 16 and 18 November 2020, via the website <https://elearning.unideb.hu>, in the framework of the defence committee course set up in accordance with the institute of the thesis advisor within the "Institute defences\_2020\_2021\_autumn semester" category on the interface of the Faculty of Economics and Business, with the use of the Webex service, on the basis of a time schedule set up in advance.
2. The online institute defence must take place before the committee appointed by the institute of the thesis advisor (hereinafter: the "committee").
3. By 9 November 2020, the relevant institutes have notified students participating in the defence of the time schedule of the institute defence, the exact time of the defence, as well as the URL address of the online defence in the e-learning system.
4. Students registered for their final examination in the autumn semester of the 2020/2021 academic year are required to participate in the institute defence. The result of the institute defence must be announced after defence, and must be recorded by the committee in a written protocol. In the written protocol, the members of the committee must also record their opinions of the presentation given at the defence, the questions raised, the correctness of the answers provided, and on the basis of the two evaluations (the grades assigned by the thesis advisor and the reviewer), as well as the student's performance at the defence, they determine the final grade for the institute defence of the thesis.
5. Students participating in the institute defence must, by 12 November 2020, upload the PowerPoint presentations of their student theses / diploma projects / final theses, consisting of not more than 12 slides, into the e-learning system, via the interface of the course set up for the institute defence. Students are required to ensure compliance with the file size limitation imposed by the e-learning system, if it is not possible in any other way, by way of converting the PowerPoint file into PDF format.
6. In the interest of ensuring the smooth progress of the institute defence, in each committee, the secretary must perform the role of the "Host" for the given examination day. The Host must be the person managing the entry, exiting and waiting of students in the virtual room set up for the examination, and must assign, as well as revoke the rights as necessary.
7. During the defence, the members of the committee may be in the premises of the Faculty of Economics and Business of the University of Debrecen, as designated for the given defence, while the student may be in his or her home (or other place of residence). Providing for the IT equipment and internet connection necessary for the examination must be the task of the participants of the examination. The University of Debrecen excludes its responsibility for the proper operation of the IT equipment and internet connection provided by the examinee and the members of the committee.
8. There may not person other than the examinee in the room used by the student for the purpose of the online institute defence. At the request of any member of the committee, the student is required to give proof of this fact with the use of his or her web camera. The student is required to share his or her screen with the members of the examination committee in such a way that not only the presentation but the student can also be seen

on a continuous basis. Examinations with audio connection only are not permitted. The violation of any of these provisions must constitute the use of prohibited assistance.

9. Teachers must express the dignity of the institute defence also by way of their clothing and appearance. Students are required to wear clothing that is fitting to the occasion, expressing the ceremonious and dignified nature of the institute defence, and must participate in the defence free of the effect of any substance that may have an adverse effect on their capabilities.
10. For students participating in the institute defence who believe, on the basis of the experiences gained during the digital education that the examination may pose problems due to technical reasons, we provide an opportunity to take their examination in the education building/buildings of the Faculty of Economics and Business of the University of Debrecen designated for this purpose. In this case, the student can join the online defence from a classroom. Students who intend to use this option are required to indicate this fact by 4 pm on 13 November 2020 by writing to the [tavoktatas@econ.unideb.hu](mailto:tavoktatas@econ.unideb.hu) e-mail address. The subject line of the e-mail should have the words “intézeti védés” (institute defence), and the text of the e-mail should include their name, Neptun code, major, and the committee number.