

## Dean's Order no. 9

26 March 2021

Dean's Order No. 8 is hereby repealed as of 25 March.

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

The implementation of the teaching can be found in Annex 1 to Dean's order no. 9.

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**, as well as the times of office hours by teachers have been uploaded to the e-learning system by 8 February 2021. These are available under the "**Official information**" menu item. The set of requirements cannot be changed subsequently.

Students registering for their final examinations in the 2<sup>nd</sup> (spring) semester of the 2020/2021 academic year are required to inform their teachers by 28 February 2021 that they are in their final semester (both in case of courses and examination courses they signed up for in the given semester). Graduating students for whom the courses is taught in this semester can take their examinations on the material of the entire semester in the period assigned for this purpose (between 19 April and 14 May 2021). 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 second (spring) 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. The recording of correspondence classes takes place on the basis of the attendance sheets.

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 by the end of the first week of the examinations period, with their certificates also attached to the applications. 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 real-time contact is possible by way of online appointment made in advance via the e-appointments system of the University of Debrecen (<https://econ.unideb.hu/hu/to-idopontfoglalas>); in all other cases, contact is only possible via telephone or electronic channels (Neptun, e-mail). Online appointments take place via the Webex system; the link to be used for the appointment is sent by the administrator/deputy dean to the student via the Neptun system, by 8 a.m. on the day of the appointment.

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, 25 March 2021

Dr. Károly Pető

Dean

## Annex 1 to Dean's order no. 9

### **On the implementation of digital education outside of classrooms in the second (spring) 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.**
- 2) All times indicated in the class schedules are given according to the Central European Time (CET) zone.
- 3) Teachers teach the classes live, in the form of "scheduled training sessions", 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 must be provided for the students in the e-learning system, together with the course materials (if several courses are affected at the given time slot, then to each course that belong to the subject). Uploading is the task of the teachers.
- 4) Students are required to log into the Webex system with their own full names, as used in the Neptun system.
- 5) In digital classes, held outside of the classroom, students are required to use cameras and microphones.
- 6) 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.
- 7) 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.
- 8) We recommend to our teachers that they should teach the classes not via a Wi-Fi network, but with the wired internet connections installed.
- 9) 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. 9

**Measures during the examination period of graduates (full-time and correspondence) in the second semester of the 2020/2021 academic year, applicable to the examination period of correspondence students outside the examination period, as well as the writing of mid-term comprehensive tests and the implementation of assessments**

1. Tests/examinations may only take place to the extent permitted by the e-learning system and Webex. A condition of participation at the examinations during the examination period is the completion of the data protection declaration available in the Neptun system 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. **Instructors must take the following provisions into account when announcing the dates of examinations during the examination period for graduates:**

Exams can be announced for full-time students only at the time indicated in the timetable of the given subject (exceptions are MSc subjects where 3rd semester students are still in education. In this case, the instructor is free to choose the date of the exam, taking into account the students' schedule, and ensures that the date of the exam should not fall at the same time as the exam date of another subject). Each instructor announces an exam date each week of the exam period, even if the student is required to prepare a written assignment to complete the course.

- For subjects where both lectures and practices are included in the curriculum, examinations may be taken at the lecture time.
- In the case of subjects where there are no lectures, but due to the number of students there are several practical classes, the responsible tutor selects the exam date from the timetable dates of the practical courses.
- For subjects where the lecture is held every two weeks, the instructor will announce an exam date each week.

The instructor also announces full-time exam dates for correspondence students. Besides, correspondence students must be given at least 1 Saturday; this date is optional within the examination period.

Students of examination courses will take their exams at a time freely chosen by the instructor.

4. Students must notify the teacher as soon as possible if experiencing any technical problems during the examination.
5. Examinations may only be administered at times officially posted in Neptun. In the correspondence programme, in case of courses ending with a practical (seminar) grade, the

time slots for obtaining the practical grade (1 normal + 2 make-up times) must be posted in the e-learning system. For students registered for the given time slot, the link for accessing the examination will be available in the e-learning system, restricted to the group of students registered for the examination. Grades received at the examination must be recorded in the Neptun system by the teacher. The three time slots available for obtaining the practical grade must be scheduled evenly until the end of the examinations period.

6. When announcing the examination in the Neptun system, teachers must enter in the “description” field of the examination the link (exact URL) of the elearning.unideb.hu course(s) 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. Teachers have received separate information concerning the Webex settings to be used for examinations.
10. During the examinations, teachers are required to connect to the internet via the wired internet connections. In the interest of avoiding technical problems, students are also recommended to use wired internet connections.

11. 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 the examiner, the student is required to give proof of this fact with the use of his or her web camera.
12. For students taking examinations 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 from a classroom in the education building/buildings of the Faculty of Economics and Business of the University of Debrecen designated for this purpose. Students who intend to use this option are required to indicate this fact at least 1 week in advance, by writing to the [tavoktatas@econ.unideb.hu](mailto:tavoktatas@econ.unideb.hu) e-mail address. The subject line of the e-mail should include the title of the subject and the date/time of the examination, and the text of the e-mail should include the student's name, Neptun code, and major.

***Written tests:***

- At least 10 minutes before the start of the test, both the teacher and the student are required to log in at the Webex link of the examination for the purposes of identification and the provision of information on the test.
- Prior to written tests, the teacher must hold a brief information session in the framework of a Webex meeting, in the course of which the teacher must check if the students registered for the examination are present and they use their cameras and microphones in accordance with the Dean's order. After the information session, the password needed for writing the test in the e-learning system is shared with the students orally. After the above, the students start writing their tests, during which they are required to remain logged in to the Webex meeting, and to keep their cameras and microphones turned on continuously. In order to avoid disturbance caused by background noise from the microphones of other examinees, students may turn down the volume on the speakers of their computers. If, however, the volume is turned down in accordance with the above, the student is required to monitor the "Chat" window of the Webex meeting, since this is the only option that the teacher has to warn the student of any problems, for example, if the feed from the student's camera is interrupted due to an internet connectivity problem. In the Webex system, teachers can monitor if the feed from the student's camera was interrupted due to the above problems or due to any action attributable to the student.
- 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.
- 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. If the feed from the student's camera is not visible during the information session, and this problem persists despite repeated requests, the teacher must remove the student from the Webex information session. In this case, the student may not start the test, and may not participate in the part where the passwords are provided either. This automatically means an entry of "did not appear" in the Neptun system, which will count toward the attempts at the examination. Any tests started despite the above, as well as the exclusion of the student during the test will automatically mean a failing grade, which the teacher must enter in the Neptun system without

delay. The IP address registered while using the 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. If the teacher finds that the feed from the student's camera is not visible, he or she must warn the student via the "Chat" window. If the feed from the student's camera is not visible despite several warnings, the teacher will remove the student from the examination.

- 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. If the feed from the student's camera is not visible during the information session, and this problem persists despite repeated requests, the teacher must remove the student from the Webex information session. In this case, the student may not take the oral examination. This automatically means an entry of "did not appear" in the Neptun system, which will count toward the attempts at the examination. Removal from the examination will automatically mean a failing grade, which the teacher must enter in the Neptun system without delay. The IP address registered while using the 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 examination, the teacher must continuously monitor the images from the cameras, and must ensure that the student participates in the examination independently, without external help, in accordance with the requirements. If the teacher finds that the feed from the student's camera is not visible, he or she must warn the student. If the feed from the student's camera is not visible despite several warnings, the teacher will remove the student from the examination.
- 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, students have 3 minutes for preparation, in the course of which they can prepare notes in an empty Word document, while sharing their screen with the teacher.

### Annex 3 to Dean's order no.9

#### Thesis/Diploma Thesis/Final Thesis (Full-time and correspondence)

- 1) The papers will not be submitted in printed form; library upload will indicate the submission of papers in accordance with appropriate procedures. Detailed descriptions of the formal and content requirements and processes can be found on the GTK website (<https://econ.unideb.hu/hu/node/205>). We would ask everyone to read carefully the requirements as well as the procedure and conditions for the submission of papers.
- 2) The upload deadline of degree theses/dissertations will be modified; the new deadline is **12.00 (noon) 23 April (Friday) 2021**. The upload deadline for the final theses is **12.00 (noon) 7 May 2021**. **The submission is mutatis mutandis, an electronic upload to the University and National Library (DEENK) system of the University of Debrecen by the above deadline. During the upload, students should pay special attention to the selection of the right institute where their consultants work.**
- 3) The theses are subject to plagiarism check during the consultation and also after submission.
- 4) If the company's request requires encryption of the dissertation, the company-signed and stamped request for encryption must be scanned and sent by the student to [gtk.dekan@econ.unideb.hu](mailto:gtk.dekan@econ.unideb.hu) with the subject "Encryption Request" not later than 12.00 (noon) 16 April 2021. Only and exclusively an encryption request that is complete and completed as appropriate is signed by the Dean, but it does not need to be signed by the consultant. After signing, the response will be emailed back to the student. Please upload the encryption document together with the dissertation - in a separate file, in pdf format (copy and print protected). No subsequent encryption is possible.
- 5) The evaluation process of dissertations/diploma theses/final theses takes place in the Neptun system.
- 6) After uploading the dissertations to the DEA, the institute administrator records the data of the dissertation and the consultant in the Neptun system in the 'student's dissertations' menu. After that, the papers reviewed by the instructor will appear on the instructor interface of the Neptun system. Within 24 hours of publication, the instructor is required to upload the consultant review form prepared by him/her to the Neptun system. The instructor does not need to sign the consultant opinion form; after converting the fully completed Word document to pdf format, he/she must upload it to the Neptun system by entering his/her own instructor interface (this replaces the signature). Consultant review forms uploaded by administrators will not be accepted.
- 7) After uploading the consultation form, if the supervisor supports the submission of the dissertation, the institute administrator will accept the upload of the dissertation in the system. If, based on the supervisor review form, the supervisor does not support the submission of the dissertation, the institute administrator will reject the dissertation in the DEA, and the student may resubmit his/her dissertation in the next semester. After the acceptance of the dissertation, the evaluation process continues. All dissertations will be reviewed by a competent colleague of the institute to which the dissertation was submitted. The institute administrator records the person of the reviewer in the Neptun system and sends the dissertation to him/her electronically. For dissertations/diploma theses, the reviewers upload their reviews to the Neptun system by 7 May 2021 and for final theses by 17 May 2021. The instructor does not need to sign the consultant opinion form; after converting the fully completed Word document to pdf format, he/she must

upload it by entering the Neptun system's own instructor interface (this replaces the signature). Review forms, comment sheets uploaded by administrators will not be accepted.

- 8) Teacher of Economics MSc students will upload the portfolio to the Moodle system of the DE Teacher Training Center by 14 May 2021.