

Dean's Order no. 10

9 November 2021

Dean's Order no. 9 is hereby repealed as of 8 November 2021.

In the autumn semester of the 2021/2022 academic year, teaching in the correspondence programmes of the Faculty of Economics and Business takes place in hybrid form. Students can join the online classes with the use of a webcam and microphone. The webcams must be kept turned on during the entire class, and students must also use the microphone to answer in case of a question by the teacher. Students who do not comply with the above requirements may be excluded from the online interface by the teacher.

The administration of students' class attendance takes place, in all cases, in the **e-learning** system, on the interface of the given course, with the use of **attendance sheets** created by the teachers. In case of the correspondence programme, the attendance records are 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 examination period. These applications will be decided 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 in case of matters requiring real-time contact is possible by way of making an appointment 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). The online administration takes place via the Webex system; the link for the appointment is sent to

the student by the administrator/vice-dean via the Neptun system, by 8 am on the date of the appointment.

Appointments with the vice-dean responsible for international affairs can be made via the <https://calendly.com/erdey-laszlo> website (scheduling appointment for online consultation) or e-mail.

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

Debrecen, 8 November 2021

Dr. Károly Pető

Dean

Annex 1 to Dean's order no. 10

On the implementation of the defence of student theses/diploma projects/final theses at the institute and the defence concluding the professional practice, in the autumn semester of the 2021/2022 academic year

The defence of student theses/diploma projects/final theses at the institute

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 will take place between 15 and 17 November 2021, 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_2021_2022_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 will take place before the committee appointed by the institute of the thesis advisor (hereinafter: the "committee").
3. By 8 November 2021, the relevant institutes had 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 2021/2022 academic year are required to participate in the institute defence. The result of the institute defence will be announced after defence, and will be recorded by the committee in a written protocol. In the written protocol, the members of the committee will 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 11 November 2021, 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.
6. In the interest of ensuring the smooth progress of the institute defence, in each committee, the secretary will perform the role of the "Host" for the given examination day. The Host will be the person managing the entry, exiting and waiting of students in the virtual room set up for the examination, and will 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 is 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 constitutes 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 11 November 2021 by writing to the 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, the name of the institute of the thesis advisor, and the committee number.

Defence of the professional practice

1. At the Faculty of Economics and Business of the University of Debrecen, the defence of the **professional practice** will take place between 15 and 17 November 2021, via the website <https://elearning.unideb.hu>, in the framework of the defence committee course set up in accordance with the institute of the programme director, with the use of the Webex service, on the basis of a time schedule set up in advance.
2. The online defence of the professional practice will take place before the committee appointed by the institute of the programme director (hereinafter: the “committee”).
3. By 8 November 2021, the relevant institutes have notified participating students of the time schedule of the defence of the professional practice, the exact time of the defence, as well as the URL address of the online defence in the e-learning system.
4. All students who registered in the autumn semester of the 2021/2022 academic year for the professional practice course are required to participate in the defence. The result of the defence of the professional practice will be announced after the defence, and will be recorded by the committee in a written protocol.
5. Students participating in the defence of the professional practice must, by 11 November 2021, upload the PowerPoint presentations on their professional practices, consisting of not more than 12 slides, into the e-learning system, via the interface of the course set up for the defence of the professional practice.
6. In the interest of ensuring the smooth progress of the defence of the professional practice, in each committee, the secretary will perform the role of the “Host” for the given examination day. The Host will be the person managing the entry, exiting and waiting of students in the virtual room set up for the examination, and will 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 is 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 be any person other than the examinee in the room used by the student for the purpose of the online defence of the professional practice. 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 constitutes the use of prohibited assistance.
9. Teachers must express the dignity of the defence of the professional practice 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 defence of the professional practice, 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 defence of the professional practice 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 11 November 2021 by writing to the tavoktatas@econ.unideb.hu e-mail address. The subject line of the e-mail should have the words “szakmai gyakorlat védés” (defence of professional practice), and the text of the e-mail should include their name, Neptun code, major, the name of the institute of the programme director, and the committee number.