

Faculty of Economics and Business

Dean's Instructions

for the implementation of out-of-classroom digital education, examinations, final examinations, professional practices in semester II., academic year 2019/2020

In accordance with the Rector's Instruction of 3 April, 2020 on the Special Rules of the Study and Examination Regulations of the University of Debrecen in an Emergency, the Faculty of Economics and Business will implement the work schedule of out-of-class digital education based on uniform applicable procedures for educators and students alike.

The intended objectives of the syllabuses will remain unchanged, but their implementation will differ.

The use of the e-learning system of the university (<https://elearning.unideb.hu/>) will be obligatory in all the ongoing courses in the spring term at our Faculty.

The instructors developed and will develop the materials for mid-semester/end-of-semester assessment, taking into consideration the following guidelines of education methodology:

- 1) **No uniform methodology exists** when it comes to out-of-class digital education. In selecting the forms and methods of the new work schedule, we focus on the special features of the given subject and form of education (lecture, seminar, language class). We will attempt to compensate for the drawbacks of the absence of teaching in person by taking advantage of digital education.
- 2) The order of the semester has been changed in accordance with the temporary Rules of Study and Examination Regulations.
- 3) After the end of the spring break, **from 8.00 am 23 03, 2020** the classes are given **on the e-learning interface on the dates** scheduled in the Neptun/webpage timetable.
- 4) The assessment scheme included in the subject requirements, provided previously at the beginning of the semester will be suspended until cancellation.
- 5) **The revised requirements system**, the date of the instructor's office hours and the preferred communication channel have been uploaded to the e-learning system and will be available in the "**Official Information**" menu item.
- 6) In the e-learning system, there is typically one course per subject (there may be separate part-time and full-time courses if the instructor is different).
- 7) Educators may not offer grades to students to complete this semester.
- 8) The term-time for subjects in semester 6 of the BSc in Sports Management program and those in semester 4 of the MSc programs is 10 weeks as set out in the sample curriculum. The term-time for subjects in semester 3 of MSc courses is 14 weeks as set out in the curriculum.
- 9) **Rules of examination:** All students will receive opportunities to obtain their term marks until the end of the examination period. The examination period will not be modified.
- 10) To the best of our knowledge, exams will also be given in the e-learning system.

Full time

- 1) Teaching materials, assignments will be uploaded preliminarily for only the given week. Their subsequent visibility must be ensured, similarly to that of previously uploaded materials. **Course materials will be uploaded and made visible on the working day before the timetable date of the given class.** The teacher of the concerned subject is **responsible** for the upload of class materials, exercises, etc. **into the e-learning system.**
- 2) Lectures: theoretical knowledge-transfer opportunities for our instructors are the following:
 - a. **Instructors are required to use an online communication system that provides at least live audio or live audio and video at the instructor's choice during the lectures.**
 - b. All instructors will be available in the e-learning system at the time of their scheduled course **and will give the class through the online communication system of their choice.** The instructor cannot choose a communication platform for which students would have to pay a fee. The exception is Microsoft Teams, which all university citizens have access to through Office365 privileges.
 - a. The presence of students in the e-learning system is also expected at these times in the same way.
 - b. The instructor will set out the requirements and notify students via Neptun of the online communication system of his/her choice and the method of communication. We primarily recommend the possibility of the webinar provided by the e-learning system of the University of Debrecen, but the instructor may also choose an additional option if the possibility of using live sound or live sound and image is provided.
 - c. **The instructor's presentation in the online lecture should be uploaded to the e-learning system.**
 - d. If there are no copyright barriers, our instructors can upload **other study materials** related to the given lecture, taking advantage of the digitization opportunity provided to the lecturer by the University and National Library of the University of Debrecen. The e-learning interface allows materials related to a date (item) to be placed in a visible, separate place.
 - e. To ensure student activity, we advise our instructors to check attendance at the beginning of each lecture **as a kind of extra work**, and part of the semester grade design. **The student can prove their class attendance during the lecture by entering the course in the e-learning system and downloading the lecture material. Attendance is checked by the Institutions through the logging of the e-learning system. Logs can be retrieved by authorized persons per Institution under the menu item 'Course Administration / Manage Users / Logs' for a specific date, activity, or action.**
 - f. In the case of biweekly lessons, we proceed according to the original syllabus, so the groups do not shift due to the spring break. The same group will have a lesson in the first week as they did the week before the spring break.

3) Seminars (practices):

- a. **Instructors are required to use an online communication system that provides at least live audio or live audio and video at the instructor's choice during practices.**
- b. **All instructors will be available in the e-learning system at the time of their scheduled course and will give the class through the online communication system of their choice. The instructor cannot choose a communication platform for which students would have to pay a fee. The exception is Microsoft Teams, which all university citizens have access to through Office365 privileges.**
- c. **The presence of students in the e-learning system is absolutely expected at these times in the same way.**
- g. **The instructor will set out the requirements and notify students via Neptun of the online communication system of his/her choice and how to communicate. We primarily recommend the possibility of the webinar provided by the e-learning system of the University of Debrecen, but the instructor may also choose an additional option if the possibility of using live sound or live video is provided.**
- h. **During the seminars, the instructor must upload the practical worksheets, materials, case studies and illustrative materials to the e-learning system. The instructors can upload the solutions and explanations of the practical materials to the e-learning system, but this is not obligatory for them. In addition to the above tasks, our instructors can give students practice tasks to ensure student activity. In this case, the students will also have to return the resolved tasks to the e-learning system.**
- i. **If there are no copyright barriers, our instructors can upload other study materials related to the given lecture, taking advantage of the digitization opportunity provided to the lecturer by the University and National Library of the University of Debrecen. The e-learning interface allows materials related to a date (item) to be placed in a separate place.**
- d. **According to the Study and Examination Regulations of the University of Debrecen, participation in the practices is compulsory, which is a prerequisite for obtaining a semester-end signature. The number of allowable absences is set out in the Code of Studies and Exams. Our instructors determine absences for the entire semester (including practical attendance and absenteeism in the weeks prior to digital education). Presence is checked through the e-learning system. Students can prove their presence in the e-learning system during the practice time by entering the course, downloading the assignment material and uploading it if required by the instructor. Presence is checked by the Institutions through the logging of the e-learning system. Logs can be retrieved by authorized persons per Institution under the menu item 'Course Administration / Manage Users / Logs' for a specific date, activity, or action.**
- e. **If the instructor allows students to write tests in addition to demonstrating attendance, the test is conducted by using the timing options of the e-learning system. The tests can be solved or completed outside the timetable when students have no other lesson schedule, so it is essential that students**

are present in the system at the right time. The instructor shall provide access to the test, with a set time limit of at least 24 hours after notice; provided that this is weekend, including the appropriate date on Monday.

- f. If there are several practice groups within the same subject, it is sufficient for the instructor to upload a worksheet and a solution (on the working day before the lesson's schedule for the first group to be taught). The instructors can give the same test for students in practices of the same timetable date. The instructors can also share the preparation of practical materials, solutions with their colleagues and also their communication with students on a timetable basis.
- g. It is possible to write smaller, **complex assignments, homework assignments without help by a set deadline**, where the instructor will send short, textual **feedback** to the student, preferably after plagiarism testing. If the instructor requires the submission of an assignment (maximum 15 pages), the grade awarded for the assignment shall also be considered as a final grade at the end of the semester.
- a. In the case of biweekly lessons, we proceed according to the original syllabus, so the groups do not shift due to the spring break. The same group will have a lesson in the first week as they did the week before the spring break.

Thesis /Diploma Thesis /Final Thesis (Full-time and part-time)

- 1) Thesis, diploma and final thesis consultations are provided on a continuous basis, using the online communication system (email, skype, e-learning, etc.) chosen by the supervisor. Lecturers will notify their students completing their thesis/diploma thesis/final thesis of the date and available communication platform for consultation not later than March 25, 2020, in Neptun.
- 2) **Consultation requiring a personal meeting with students cannot be requested or provided.**
- 3) The papers will **not** be submitted in printed form; library upload will indicate the submission of papers in accordance with appropriate procedures. The exact description of the formal and content requirements and processes can be found on the faculty's 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 the theses. Dissertations/diploma theses / final theses can be uploaded to the DEA (Archive of the University of Debrecen) from 15 April 2020.
- 4) The upload deadline of degree theses/dissertations and final theses of higher education vocational training is **12.00 (noon) 8 May (Friday) 2020. The submission is, of course, an electronic upload to the University and National Library (DEENK) system of the University of Debrecen by the above deadline.**
- 5) In addition to the diploma thesis, **the completed and signed declaration** (Annex 2 of the document on the formal requirements of the thesis/diploma thesis) must also be uploaded to the DEA, both as separate pdf files (copy and print protected).
- 6) The upload of the dissertation is only valid together with the upload of the statement as a separate file. If the diploma thesis and the statement are uploaded in the same file, the upload is invalid and will not be accepted by the institute administrators. The theses are subject to plagiarism check during the consultation and also after submission. If the request of an external organisation requires encryption of the dissertation, the organisation-signed and stamped request for encryption must be scanned and sent by the student to gtk.dekan@econ.unideb.hu with the subject "Encryption Request" not

later than 30 April 2020. Only and exclusively an encryption request that is complete and completed as appropriate is signed by the Dean but does not need to be signed by the consultant. After signing, a reply will be sent back to the student via email. Please upload the encryption document together with the dissertation - in a separate file, in a copy and print restricted pdf format. No subsequent encryption is possible.

- 7) No encryption may be requested after the deadline for uploading the theses to DEA (May 8, 12.00 noon).
- 8) In the emergency, the thesis/diploma thesis/dissertation evaluation process takes place in the Neptun system.
- 9) After uploading dissertations to DEA, the institute administrator/employee of the Education Organization Office on the Szolnok Campus records the data and consultant of the dissertation in the Neptun system in the menu item of the student's dissertations. 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 by entering his/her instructor interface in the Neptun system (it replaces the signature). Consultant review forms uploaded by administrators will not be accepted.
- 10) **After uploading the consultation form, if the supervisor supports the submission of the thesis**, the institute administrator / Szolnok Campus staff member of the Education Organization Office accepts the upload of the diploma thesis. If, based on the supervisor's review form, the supervisor does not support the submission of the dissertation, the institute administrator/staff member of Szolnok Campus of the Education Organization Office will reject it by the DEA. 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. The reviewer uploads her/his review to the Neptun system until 25 May 2020. 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 his/her instructor interface in the Neptun system (it replaces the signature). Review forms, comment sheets uploaded by administrators will not be accepted.
- 11) **I provide for the defense of diploma theses in the chapter entitled Final Exam.**
- 12) Teacher of Economics MSc students will upload the portfolio to the Moodle system of the DE Teacher Training Center by 24/05/2020.

Examination options for subjects completed in the form of an exam course

According to Section 6/A of the Study and Examination Regulations of the University of Debrecen, the exam course provides examination opportunities for those students who have previously fulfilled the conditions for admission to the examination in a given subject but have not taken the examination or their examination has failed. Classes taught in the exam course will not be announced.

The provisions of Article 6 of the Annex to the Study and Examination Regulations of the University of Debrecen concerning the Faculty of Economics and Business shall be amended as follows in the light of the emergency situation which has arisen.

If the student has already obtained the signature on the subject and signed up for an exam course on the subject, he/she does not have to meet the conditions for getting a signature again. Assessment is based on the previously taught curriculum.

A course in the e-learning system has been set up for each institute to give the exams of the given exam course. Students who signed up for the exam course in the semester were notified about it and the method to enroll in the II. semester of academic year 2019/2020. During this semester, the instructors will be able to give their exams within one e-learning course to their students enrolled in the exam courses not including timetable education. In the case of exam courses where a normal (lecture and/or practical) course is also announced this semester, the instructor has the opportunity to give the exam to students in the e-learning course of the subject along with the students who participated in classes on the subject this semester.

If the exam course is announced, it is also possible to take the exam during the term at the time(s) specified by the instructor. The method of conducting the examination is described in the section of the procedure relating to the examination.

In the case of an exam course, the instructor responsible must announce at least three exam dates, which cannot fall on the same calendar week. Students graduating this semester for whom the graduate exam period is legally available must notify their instructor of their need for an exam at the latest in the last week of their term-time.

Exams

The examiner has to announce the exams for the exam course in the Neptun system and examination is possible only by using the test module (Online written exam) in the e-learning system of the University of Debrecen. With the test module, the instructor can set up multiple-choice, true-false, pairing, essay, and other types of questions.

The student can only take the exam if he/she has registered for the given exam in the Neptun system. Taking advantage of the possibilities of the e-learning system, after closing the application for the exam (the working day before the exam at 12.00), all instructors create a group on the course of the e-learning system from the Neptun system, given the students' Neptun code, where the exam takes place. When the test is designed, only the students who have registered for that exam day can see it. The instructor must provide a password for the exam set and send it in the form of a Neptun message at the start of the exam to the students who have enrolled in the Neptun system for the given exam date. The exam can only be written by a student who has registered for the exam in Neptun. Instructors are encouraged to use the "New Page: All Questions" layout option. The user's IP address is also recorded among the user information recorded with the logging function.

To avoid possible technical problems, the instructor should allow access to the test with a time limit up to twice the time it takes to complete the test (for example, if the time taken to complete an exam is 60 minutes, the exam must be made available within an interval of 120 minutes so that the student can complete the task at any time during the interval). The start date of the exam is the same in Neptun and the e-learning system.

Section 18 (9) of the Study and Examination Regulations of the University of Debrecen and the Code of Ethics of the University of Debrecen shall govern the use of unauthorized aids during the online examination.

Final exams

In the II. semester of academic year 2019/2020, the order of the final examination will be determined as follows.

The final examination takes place in front of the final examination committee, the chairman and members of which are appointed by the Dean. The grade of the final exam consists of two parts, the grade of the defense of the degree/dissertation/thesis/portfolio and the credit-weighted grade point average of the subjects listed in Annex 1 for the given major. With regard to the qualification of the degree certificate, Section 28 (9) of the Study and Examination Regulations of the University of Debrecen and Section 25 of the Annex on the Faculty of Economics and Business shall apply.

The deadline for students to apply for the final exam is May 1, 2020. The application for the final exam becomes final after the examination period and the acceptance of the dissertation, if the student fulfills the conditions for admission to the final exam. In this case, the student meets the requirements for the final exam as described above. Otherwise, the student will be deregistered from the final exam by the administrator of the department.

The final exam will be held in June 8-19, 2020 in the e-learning system, through a webinar, in online form. The exact date of the final exam will be published on the Faculty website by June 1, 2020 at the latest. At the final exam, the diploma thesis/thesis/ dissertation/portfolio will be defended. Students must make a presentation of up to 12 slides, and they must present in a 10-minute free lecture. Students must send the slides of the lecture to the secretary of their final examination committee by June 3, 2020. At the final exam, the members of the committee record their opinion on the presentation given at the defense, the questions asked and the correctness of the answers to the question in the minutes, and the final grade of the dissertation is formed on the basis of reviewers' assessment (grades given by the consultant and the reviewer), and the performance at the defense. The final examination committee also records the credit-weighted grade point average of the subjects, which is part of the final examination, listed in Annex 1 for the given major, in the minutes. After the final exam, the administrator of the department records the results of the final exam in the Neptun system.

For a student who meets the conditions of the final exam but has not applied for the final exam, a pre-degree certificate will be issued after the exam period.

Completing the professional practice (internship)

The requirements of the professional practice semester (FOSZ/higher-level vocational training/ 4th semester, BA/BSc 7th semester) are modified as follows in view of the emergency situation.

At the beginning of the professional practice, the student has uploaded the Training Plan document.

For students who were required to discontinue their professional practice: upon the interruption of the professional practice, regardless of the stage of the professional practice period, the student uploads a Final Assessment Form.

Interruption of the professional practice is considered acceptable for students who have indicated it to the info@magPRAKTIKUM.hu address, or the Deputy Dean of Education of the Faculty, and for whom the professional practice place also reported the fact of the interruption to the practice organization company MAG PRAKTIKUM Nonprofit Közhasznú Kft.

It is not necessary to upload a sub-report. It is the responsibility and task of the student to obtain the Internship Assessment Form from the Professional Practice Place for this period, which

he/she electronically uploads to the system of the MAG PRAKTIKUM Professional Practice Organization Center with a stamp and signature.

The student spends the unserved period of practice as an intern of the Institute, corresponding to his/her major. For this reason, his/her practice will be modified on the website of the MAG PRAKTIKUM Professional Practice Organization Center (www.magPRAKTIKUM.hu), and the given Institute is included as the second Place of Practice. The starting date for the second practice period is the Monday of the week following the interruption, and the completion date is the Friday of the required number of weeks according to the length of the professional practice.

The condition for completing the missing traineeship period is the elaboration of the research topic chosen by the student out of the 3 topics specified by the competent Institute. The student is obliged to work out the chosen topic in 10 pages and upload it to the course of the e-learning system created for this purpose (professional practice 2019/2020). The affected students are enrolled in the given course by the Faculty, where they can upload their theses to the interface created for each major. The Head of the degree program reviews the uploaded documents and notifies the MAG PRAKTIKUM Professional Practice Organization Center about the fact of the upload, the evaluation of the completed document and the grade.

The optional topics are listed in Annex 2 of this document per degree course.

Traineeship (internship) evaluation

There will be no practical defense in this semester. The final evaluation of the student is carried out by the Head of the degree program, taking into account the evaluation of the 1st and 2nd Places of Practice. The qualification is done in the usual way, on a five-point scale, the result is also entered into the Neptun system. The grade is recorded in the Neptun system by the administrator of the competent institute.

The professional practice is indicated in the places and at the time interval described above in the student's diploma supplement.

For students who **have been able to complete** their professional practice, the procedure is unchanged with the exception that they do not have to make a presentation this semester, and there will be no practical defense. The final evaluation of the student is carried out by the Head of the degree program, taking into account the evaluation of the 1st and 2nd Places of Practice, and the content and quality of the documents uploaded by the student. The qualification is done in the usual way, on a five-point scale, the result is also entered into the Neptun system. The grade is recorded in the Neptun system by the administrator of the competent institute.

The deadline for uploading the documents is 22 May (Friday) at 12.00 in the system of both the MAG PRAKTIKUM Professional Practice Organization Center and the e-learning system of the University of Debrecen.

In the first semester of 2020/2021, for students completing their professional practice the start date of the professional practice is 31 August 2020; its regulations shall be drawn up in accordance with the rules of procedure for the first half of the academic year.

Regarding materials uploaded in the e-learning system, we draw the attention of our students that they can exclusively use them for their study purposes, taking into account and respecting **copyright and GDPR provisions**. The e-learning system logs all activities of educators and students alike. The semester performance is accepted on the basis of the e-learning system.

Please note that Microsoft Office 365 is available to all university students and staff (learn more: <http://mailbox.unideb.hu/>).

In matters not regulated in these Rules of Procedure, the Study and Examination Regulations of the University of Debrecen and the Rector's Instruction establishing the Dean's Instructions shall prevail.

14 April 2020 Debrecen

Dr. Károly Pető, Dean

Annex 1.

Subjects belonging to the degree courses grouped by level of education

BSc programs

Bachelor in Business Administration and Management

- Microeconomics
- Macroeconomics
- Human Resource Management
- EU Studies
- Management of Value-Creating Processes
- International Financial Accounting I.
- Introduction to Finance
- Strategic Management
- Organizational Behaviour
- Business Civil Law
- Corporate Finance

MSc programs

MSc in International Economy and Business

- Advanced Development Economics I.
- International Trade Theory
- International Management
- Corporation Law in the European Union
- International Agreements, Organizations and their Economic Effects
- International Finance
- International Trade Policy
- The Law of International Economic Relations

MSc in Rural Development Engineering

- Economics of Agriculture
- Business Consulting
- Project Management
- Local Economic Development
- Regional Planning and Programming
- Integrated Regional Development
- Rural and Environmental Policy
- Rural Economy
- Rural Sociology
- Commerce and Logistics
- Human Resource Management
- Alternative Management

Higher-level Vocational/BSc Training in Business Administration and Management

- Analysis of an organization based on publicly available corporate sustainability (environmental) reports, or, depending on the availability of the data, application of the methods used in environmental and sustainability management independently.
- Analysis of the districts and industries of Hajdú-Bihar county and Szabolcs-Szatmár-Bereg county on the basis of company annual reports
- The introduction of the micro- and/or macro-level effects of the SARS-CoV-2 epidemic based on data and forecasts to date