

Dean's order no. 4

30 October 2020

Dean's order no. 3 is hereby repealed as of 1 November 2020.

Teaching and learning at the Faculty of Economics and Business (GTK) started on 7 September 2020, with the personal presence of teachers and students as well.

Teaching shall take place on the basis of the time schedule published on the website of GTK, with the personal presence of both the teachers and the students at the given venues and times.

Exceptions from the above from 1 October 2020, with teaching taking place pursuant to Annex 1 to the Dean's order are the following students:

1. students pursuing their studies in the correspondence programme (Debrecen, Kisvárd, Oradea, Szolnok);
2. students in the foreign-language programme with special permits;
3. those students in full-time programmes whose teachers are affected by the pandemic, their substitution cannot be solved within the Institute, but their health conditions allows it, in which case the classes are taught in digital education outside of classrooms. The prior, written approval of the Dean is needed in such cases.
4. Between 17 September and 1 November, courses are taught in digital education in the foreign-language programme. Students will continuously switch to hybrid education thereafter. Notification concerning the transition will be sent to the students concerned via the Neptun system.

The university's **e-learning system (<https://elearning.unideb.hu/>) shall 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.

If the teacher is affected by the pandemic (e.g. he/she is in an official quarantine) and he/she teaches the classes in the form of digital education outside of classrooms, students of the given course must be notified via the Neptun system by 8 p.m. of the day preceding the day of the class. Simultaneously with the above, the teacher must publish the link for the scheduled training session with respect to the given course in the e-learning system.

In such cases, students have the possibility to enter the classroom at the times shown in the schedule of classes. Students may participate in the class using their own devices.

In case of courses for full-time students, the set of requirements also includes the dates and times of in-class written examinations. Examinations during the semester only with personal presence, take place by using the options available in the e-learning system, both in case of written and oral examinations, with the exception of oral reports to be given in person at the times shown in the schedules. By 5 October 2020, the Education Committee has reviewed the

scheduled dates/times of in-class written examinations for each programme, from the point of view of student workloads and suitable room capacities. Where necessary, the Education Committee has made proposals for changing the dates/times. Paper-based in-class examinations cannot be conducted. Students participating in the foreign-language programme and having a special permit are exempted from examinations with personal presence during the semester.

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 strict observance of the rules applicable during the pandemic. .

In the first semester of the 2020/2021 academic year, the professional practices shall 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 shall be completed in blocks of 5 lessons.

In the buildings used by GTK on the Börszörményi Street 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. If a student does not have a mask, or does not wear it properly, the teacher is required to send him/her out from the class. Such absences from classes will be registered as missed classes. In case the student returns to the class wearing a mask before half of the class time, attendance will be accepted. During the classes, in case a distance of at least 1.5 metres between students and the teacher can be ensured, the teacher is not required to wear a mask.

The teacher shall conduct random, contactless temperature checking among the students at the beginning of each class. If the temperature of the student is above 37.5 C, the student is required to leave the building of the university, and it is recommended that they contact their general practitioner physicians.

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. 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 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."

Enrolment for admitted student takes place in online form after 31 August 2020.

For areas not covered by the present Action Plan, the relevant provisions of the Academic and Examination Rules are applicable.

Debrecen, 30 October 2020

Dr. Károly Pető

Dean

Annex 1 to Dean's order no. 4

On the implementation of digital education outside of classrooms in exceptional cases 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 shall 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 Standard Time (CEST) zone.
- 3) **Teachers will teach the classes in the building on the Böszörmény Street campus of the University of Debrecen.** exceptions from this rule are those in official quarantine. In such cases, teachers are required to submit the official decree ordering the quarantine to the 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 are required to 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.
- 5) Students are required to log into the Webex system with their own full names, as used in the Neptun system.
- 6) In digital classes, held outside of the classroom, students are required to use cameras and microphones.
- 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 to record the audio and video of the lectures and practices. Violation of the rule shall be grounds for disciplinary proceedings.

Annex 2 to Dean's order no. 4

Student thesis/diploma project/final thesis (in full-time and correspondence programmes)

- 1) Consultation for the writing of student theses, diploma projects, final theses shall be provided on a continuous basis, with the help of the online communication system selected by the thesis supervisor (e-mail, Skype, e-learning, etc.).
- 2) It is not necessary to submit hard copies of the theses, uploading the document into the library system in accordance with the relevant rules of procedure shall constitute the submission of the thesis. The requirements in terms of content and form, as well as the precise description of the procedures can be found on the website of the Faculty of Economics and Business (<https://econ.unideb.hu/hu/node/205>). All students should read the requirements, as well as the procedures and conditions applicable to the submission of theses carefully.
- 3) The deadline for the uploading of the student theses/diploma projects/final theses has been changed; the new deadline is **12.00 (noon) on 26 October 2020. Submission of the thesis shall obviously mean uploading of the same into the system of the University and National Library of the University of Debrecen (DEENK) electronically, by the above deadline. In the course of the uploading of the document, students should devote particular attention to the selection of the institute according to their thesis supervisor.**
- 4) The theses shall undergo plagiarism checking already during the consultation and also after their submission.
- 5) If, at the request of a company, the classification of the thesis is necessary, the application for classification, signed and stamped by the company, shall be sent by the student in a scanned form to the gtk.dekan@econ.unideb.hu email address, with the subject line "titkosítási kérelem" (application for classification). Only such applications for classification shall be approved by the dean, which have been properly and fully completed; however, the signature of the thesis supervisor is not necessary. After approval, the answer is sent back to the student via e-mail. Applications for classification may not be submitted after the deadline for the submission of the thesis into the DEA database (26 October, 12 o'clock). The document certifying the classification should be uploaded together with the thesis, in a separate pdf file (protected against copying and printing). The subsequent classification of theses is not possible.
- 6) In extraordinary circumstances, the evaluation of student theses/diploma projects/final theses shall take place on the Neptun system.
- 7) After the uploading of the theses into the DEA database, the administrative staff member of the institute/designated for this purpose on the Szolnok Campus shall record the data of the thesis and the person of the thesis supervisor in the Neptun system, under the theses of the student menu item. After this step, the theses evaluated by the given thesis supervisor shall appear on the faculty interface of the Neptun system, and after their appearance, within 24 hours, the thesis supervisor is required to upload the thesis evaluation form to the Neptun system, It is not necessary to sign the thesis evaluation form; the form fully completed in Word should be converted into a pdf document, and uploaded via the thesis supervisor's Neptun account (this will replace the signature of the form). Thesis evaluation forms uploaded by administrative staff members are not acceptable.

- 8) After the uploading of the thesis evaluation form, if the thesis supervisor supports the submission of the thesis, then the administrative staff member of the institute/designated for this purpose on the Szolnok Campus shall accept the uploading of the thesis. If, on the basis of the thesis evaluation form, the thesis supervisor does not support the submission of the thesis, the administrative staff member of the institute/designated for this purpose on the Szolnok Campus shall reject the thesis in the DEA system, and the student may only submit the thesis in the next semester. After the acceptance of the thesis, the evaluation process shall continue. All theses shall be received for evaluation by the competent staff member of the institute to which the thesis was submitted. The administrative staff member of the institute shall record the person of the reviewer in the Neptun system, and shall send the thesis to that person electronically. The reviewer shall upload the evaluation into the Neptun system by 6 November 2020. It is not necessary to sign the thesis evaluation form; the form fully completed in Word should be converted into a pdf document, and uploaded via the thesis supervisor's Neptun account (this will replace the signature of the form). Thesis reviews/evaluation forms evaluation forms uploaded by administrative staff members are not acceptable.
- 9) Students in the teacher of economics master's programme shall upload their portfolios to the Moodle system of the Teachers' Training Centre of the University of Debrecen by 27 November 2020.

Annex 3 to Dean's order no. 4

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), to correspondence students, as well as to the administration of written tests and the execution of examinations in case of students participating in the foreign-language programme and having a special permit.

- 1) Examinations with personal presence may only take place for students who have registered for the given examination announced in the Neptun system.
- 2) When announcing the examination in the Neptun system, the teacher is required to indicate the venue of the examination (classroom) in the "Description" field.
- 3) Prior to announcing the examination (if not conducting the examination in his/her own office), the teacher shall reserve a venue for the examination via the Registrar's Office (or, in Szolnok, via the Office of Education Organisation).
- 4) Written examinations may take place with personal presence, in a paper-based form, using the possibilities permitted by the e-learning system. Paper-based examinations may be corrected and graded safely after a mandatory waiting period of 24 hours, with the strict observation of the rules of hygiene. In case of written examinations, rooms may be used up to 50% of their seating capacity only.
- 5) In case of oral examinations, a maximum of 2 examinees, in addition to the examiner, may be in the room at the same time. If the required protective distance cannot be ensured in the examiner's own office, it is necessary to reserve a classroom for the examination via the Registrar's Office (or, in Szolnok, via the Office of Education Organisation).
- 6) At the time of the examination, the student is required to appear in person at the venue on the area of the university.
- 7) The rules applicable to examinations taken from outside the area of the university, only for students with special permits.
 - In the course of examinations taken from outside the area of the university, students are required to keep their cameras and microphones turned at all times on during the entire examination. Failure to comply with this rule shall mean that the student is not allowed to participate in or to continue the examination.
 - Prior to written tests, the teacher shall hold a brief information session in the framework of a Webinarium BBB or Webex meeting, during which the password needed for writing the examination in the e-learning system shall be shared with the students orally.
 - Students are required to keep their cameras turned at all times on during both the information session and the examination itself. The IP address registered while using the Webinarium 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 at all times, or the two IP addresses are different, the student is considered to have failed the examination.
 - During the writing of the examination, the teacher shall continuously monitor the images from the cameras, and shall ensure that the student participates in the examination independently, without using any external help, in accordance with the applicable requirements.
 - At the request of the teacher, the student shall, 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.

Annex 4 to Dean's order no. 4

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 shall 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 Cisco Webex service, on the basis of a time schedule set up in advance.
2. The online institute defence shall take place before the committee appointed by the relevant institute of the thesis advisor (hereinafter: the “committee”).
3. The relevant institutes shall, by 9 November 2020 at the latest, notify 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. All 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 shall be announced after the defence, and shall be recorded in a written protocol. In the written protocol, the members of the committee shall also record their opinions of the presentation given at the defence, the questions raised, the correctness of the answers provided by the students, 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. By 12 November 2020, students participating in the institute defence shall upload to the e-learning system the PowerPoint presentations of their student theses / diploma projects / final theses, consisting of not more than 12 slides, 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 shall perform the role of the “Host” for the given examination day. The Host shall be the person managing the entry, exiting and waiting of students in the virtual room that has been set up for the examination, and shall assign, as well as revoke the rights as necessary.
7. During the defence, the members of the committee may be in the room 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 information technology equipment and internet connection necessary for the examination shall be the task of the participants of the examination. The University of Debrecen excludes its responsibility for the proper operation of the information technology equipment and internet connection provided by the examinee and the members of the committee.
8. There shall be no 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 provide 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. Examinations with audio connection only are not permitted. The violation of any of these provisions shall constitute the use of prohibited assistance.
9. Teachers shall also express the dignity of the institute defence also by way of their clothing and appearance. Students shall be dressed in a manner that is appropriate and

fitting to the occasion, expressing the ceremonious and dignified nature of the institute defence, and shall participate in the defence free of the effect of any substance that may have an adverse effect on their capabilities.