

Dean's order no. 1

3 September 2020

The provisions of the document titled "Action plan for the organisation and implementation of education-related tasks at the University of Debrecen during the state of health crisis" (available at corona.unideb.hu) are applicable for all staff members and students of the Faculty of Economics and Business, with the following additional provisions:

"Classes at the Faculty of Economics and Business (GTK) will start on 7 September 2020, with the personal presence of teachers and students as well. Exceptions from the above will be students at Kisvárdá and Oradea (Nagyvárad) campuses, as well as students in foreign-language programmes who can provide evidence of their inability to travel to Hungary and have submitted an individual application to the Registrar's Office of the GTK, decision on which is made jointly by GTK and the Coordinating Centre for International Education (NOKK). These students can join online the classes held with the personal attendance of other students, at the scheduled times in Debrecen.

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.

The **set of requirements** and the times of office hours by teachers will be uploaded to the e-learning system by 4 September, and will be available under the "**Official information**" menu item.

In case of courses for full-time students, the set of requirements will also include the dates and times of in-class written examinations. Examinations will 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. The Education Committee will review 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 will make proposals for changing the dates/times.

In case of correspondence students, the forms of examinations will be determined in consultation with the students enrolled in the given year; reserving the rooms for such examinations will be possible via the Registrar's Office.

Teaching will take place on the basis of the time schedule published on the website of GTK, at the given venues and times.

The recording of student's class attendance will take place in the e-learning system, on the interface of the given course, with the application of attendance sheets created by the teachers.

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 count 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.

At the beginning of each class, teachers will take the temperatures of some students (in case of approximately 5% of those present), and will have students complete the questionnaire enclosed as Annex 1 to the Dean's order.

For all persons working at the Faculty of Economics and Business, electronic channels will be the primary means of continuous communication with students, 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.

Prior to registering for courses, students of the GTK are required to make a declaration by way of completing the form titled "Declaration in connection with COVID-19 infection", via the Neptun system. Students who are completing their professional practice scheduled for the 7th semester are required to fully comply with the requirements of their place of practice.

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

Debrecen, 3 September 2020

For Dr. Károly Pető

Dean

Pre-triaging questionnaire

1. During the past three days, did you have newly developed
 - fever or high temperature (37.5 C): yes/no*
 - headache, feeling of discomfort, weakness, muscle pain: yes/no*
 - dry coughing, heavy breathing, shortness of breath, rapid, shallow breathing: yes/no*
 - sore throat, loss of the sense of smell/taste: yes/no*
 - nausea, vomiting, diarrhoea: yes/no*
2. In the past 14 days, have you had any contact with patients found to have COVID-19? yes/no*
3. In the past 14 days, have you had any contact with persons held in an official quarantine for the suspicion of COVID-19? yes/no*
4. In the past 14 days, have you been abroad or have you received guests from abroad? yes/no*
5. In the past 14 days, have you had any contact with persons having a fever, coughing or shortness of breath? yes/no*

Measured temperature: _____

Date and time when measurement was taken: _____ 2020, ___ : ___ (time)

Student data:

Name: _____

Neptun code: _____

Major: _____

Signature: _____

* please underline as applicable