

Dean's order no. 3

28 September 2020

Dean's order no. 2 is hereby repealed.

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;
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.

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 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 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. Paper-based in-class examinations cannot be conducted.

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. The examination of students in the correspondence programme may only take place for students who have registered for the given examination announced in the Neptun system.

When announcing the examination in the Neptun system, the teacher is required to indicate the venue of the examination (classroom) in the “Description” field. At the time of the examination, the student is required to appear in person at the venue on campus. 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 (in Szolnok, via the Office of Education Organisation). 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 (in Szolnok, via the Office of Education Organisation). Written examinations may only take place to the extent permitted by the e-learning system. Paper-based written examinations cannot be conducted.

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 the buildings used by GTK on the Böszörményi 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, 28 September 2020

Dr. Károly Pető

Dean

Annex 1 to Dean's order no. 3

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 Böszörményi 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.