

Dear Students,

The 12 March 2020 declaration of state of emergency by the government of Hungary affects higher education in Hungary over indefinite periods and presents us with new challenges.

Based on an update provided by the Ministry for Innovation and Technology, higher education institutions shall strive to ensure conditions are in place for out-of-class digital education, thus ensuring that all students can complete their semesters. Under the provisions, our entire training will be temporarily provided in an out-of-class, digital way, giving our students the chances to acquire the necessary competencies for the successful and effective completion of the semester. As it currently stands, we must prepare for working in the spring semester under the above-mentioned framework.

The Management of GTK (Faculty of Economics and Business) and the colleagues participating in the organisation of out-of-class digital education have been working continuously to ensure that all our students in the new situation meet the expectations set out in the curricula of education programs since the decision was brought.

At the Faculty of Economics and Business, the work schedule of out-of-class digital education will be implemented based on applicable uniform procedures.

The use of the e-learning system of the university will be obligatory in all the ongoing courses of the current semester in our Faculty, and the classes will be announced in the e-learning system at all levels (including PhD training). "Neptun registration" will be set for all the courses so that all students will get registered in the e-learning version of their classes automatically.

All university students are entitled to access the e-learning system. It can be activated by the first login, so we request everybody to do it as soon as possible: <https://elearning.unideb.hu>, using the "Login" link and entering their eduID (university user name and their password). It is the same as their Neptun user name and password.

The schedule of the semester will be modified as set out in newsletter Coronavirus IV. previously sent to every citizen of the University via the Neptun system.

The assessment scheme included in the course requirements provided previously will be suspended until further decision. Each instructor will modify their assessment schemes according to the current situation. The modified syllabuses will be accessible for everyone in the e-learning system as of 8.00 a.m. 23 March. Concurrently the teaching materials of the previous weeks in this semester, and the online tasks and study materials for the first week of digital education beginning on 23 March will also be uploaded for the matching courses.

During the spring break (16-22 March), educators will not give tests or set task deadlines to meet for this week.

With each subject, educators will continue the compilation and development of the digital curriculum after the 'snap' spring break, but education, assessment and task completion will be ongoing.

It is of vital importance for us to keep our **students continuously informed** through the **Neptun** system.

Teaching materials, assignments will be uploaded preliminarily for only the given week. Their subsequent visibility must be ensured, similarly to that of previously uploaded documents. **Course materials will be uploaded and made visible on the working day before the timetable date of the given class** (neither sooner, nor later).

Those instructors who have not used the e-learning system to date will be required to upload the slides of the previous weeks' lectures and practices (in these cases the regulations drafted subsequently are not yet applicable).

Following the spring break, on 23 March, education will resume digitally for both full-time and part-time students. Please read carefully the requirements included in the modified course files. Instruction will be provided according to the weekly timetable of the given subject in the semester via the e-learning system. During their regular class time students must be logged in to the e-learning system, since assignments, tests will be regularly given during these time periods. Students can consult their teachers through the "Chat" window under the name of the course. The precise system, the form of assessment and attendance will be displayed on the modified data sheets of the related subject. In addition, professors will be accessible in their office hours as indicated (e.g. e-mail, Skype or other online forums).

Educational materials implied in part-time education will be uploaded clearly visibly under the course of the given subject, separately from full-time education materials. For part-time classes, at the time of the class in the timetable, instructors will be available via the e-learning system, by clicking on the "Chat" window.

The dates of part-time classes on 13-14 and 20-21 March will be rescheduled, and our students will be duly informed about it.

All students will receive opportunities to obtain their term marks until the end of the examination period. The examination period will not be modified.

Our instructors shall ensure the consultation of students in the context of degree theses and office hours on dates given at the onset of the academic year via various online communication channels. Regarding office hours, instructors will indicate their preferred ways of communication in the subject requirements. Consultation requiring a personal meeting with students cannot be requested or provided.

The deadline of online submission of degree theses/dissertations will be modified; the new deadline is 12 (noon) 8 May (Friday) 2020. Upload deadline for theses in advanced vocational programs will not change. The theses will not be submitted in printed form; online submission to the University Library's system will indicate the submission of documents in accordance with appropriate procedures. The accurate description of processes will be soon published by the management of DEENK (University of Debrecen, University and National Library) and the Faculty.

Instructors may not offer grades to students to complete coursework during this semester.

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 teachers and students alike.

I call your kind attention that Microsoft Office 365 is available for all the students and employees of the university (more information <http://mailbox.unideb.hu/>).

Students can contact the administrators of the Registrars (Study Department) responsible for the given subject via e-mail and submit their applications via the Neptun system.

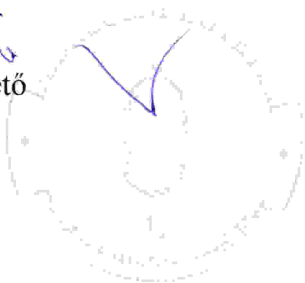
In the current situation, all instructors, the management of the Student Council and all our colleagues in the field of services will do their best to offer students the general, high-level education and the related services.

For this, we ask for the supportive cooperation of our students.

We keep you updated on developments; therefore, please follow the official information channels of the University and the Faculty.

Dr. Károly Pető

Dean



Norbert Váradi

Head of Student Union