



ELTE EPIDEMIOLOGICAL OPERATIVE COORDINATING BODY
B R I E F I N G
**ON THE EXECUTION OF THE INSTITUTIONAL OBLIGATIONS TAKEN IN
EMERGENCY DUE TO THE EPIDEMICAL SPREAD OF THE NEW
CORONAVIRUS DISEASE**

(Status: 23rd of March, 2020)

The Epidemiological Operative Coordinating Body which has been established by the [3/2020 \(II.28\) Joint Directive of the Rector and the Chancellor of the University](#), based on its authorisation in the directive, sums up in this BRIEFING all obligations and calls each University Citizen of ELTE is required to adhere to and consider due to the spread of the new type of coronavirus disease.

This BRIEFING includes, in a unified structure, the updated (amended and refined) list of measures of the [briefing published earlier \(13th March 2020\)](#) in accordance with the measures taken in [emergency situation announced by the Government of Hungary](#), and the implementation of the measures ordered by the maintainer.

The publishing of the updated version of the current BRIEFING has been made necessary by the announcement of the regulations regarding the order of the spring semester of the 2019/2020 academic year of the University which will continue in the framework of distance education, with the obligatory absence of students, and with a significantly digitalised way of operation from 23 March 2020.

The ELTE Epidemiological Operative Coordinating Body is going to update this BRIEFING in accordance with the changes of the epidemiological situation continuously. The relevant status of the BRIEFING and its interpretation regarding the details can be followed on the [coronavirus webpage](#) of ELTE.

I. Measures regarding the order of the second semester of the academic year 2019/2020

1. The Rector of Eötvös Loránd University ordered a Rectorial break for all students for the days of 12-13 March 2020.
2. The spring break for the students of the academic year 2019/2020, revising the dates specified in the Academic Calendar, was held between 16-20 March 2020.
3. Until contrary provision, Eötvös Loránd University as a whole continued its educational activities in the form of distance education from 23 March 2020.

4. As main principle, University students are obligated to stay away from all University buildings from 12 March 2020.
5. Personal customer service for students was ceased from 12 March 2020. The university will provide electronic administrative service for the students, the constantly updated [details can be found here](#).
6. The ELTE Epidemiological Operative Coordinating Body currently does not plan to change the schedule of the spring semester of the academic year 2019/2020, thus the study period will end on the 16th of May 2020, the exam period will last between 18 May - 4 July (see the [schedule of the academic year of 2019/2020](#)), 2020. In case of any changes, the ELTE Epidemiological Operative Coordinating Body will provide information immediately.

II. Obligations of the students in connection with education and the actualization of the Academic Regulations for Students

1. All students are obligated to stay away from University buildings and institutions from 12 March 2020, they are under obligatory physical absence.
2. Until contrary provision, the whole University must continue its educational activities in terms of all courses in the form of distance education from 23 March 2020. No course organized by the University can be executed with the personal attendance of students, regardless of the location.
3. Students are not allowed to visit the libraries, canteens or any event of the University.
4. Educational or other events that require personal attendance are not allowed to be held for students even outside of the University buildings.
5. The students are allowed to do their professional practice and the practical part of their education in the dual learning system only if the place of traineeship or the company accepts them. The University supports the possibility of distant (online) completion of the professional practices.
6. Examinations of educational progress (including especially the thesis defence, final exams, complex exams, doctoral comprehensive exams, workshop debates, doctoral thesis defence) that require personal attendance of students are not allowed to be held, regardless of the location.
7. Until contrary provision, the University does not organize graduation ceremonies and doctoral graduation ceremonies. Graduation certificates are electronically issued uninterruptedly.
8. The obligatory absence does not apply to students who have a certain kind of employment relationship with the University (for example a special-order contract), in terms of performing their duties in connection with that legal relationship.

9. The obligatory absence does not apply to the research activities of doctoral students.
10. We strongly request the students not to travel abroad if possible, and to stay at home and avoid community events. International and Cross-border Hungarian Students who leave Hungary are requested not to return until contrary measures, for them no student residence hall places are going to be provided any longer.
11. Students are obligated to take part in the distance education starting with 23 March 2020 and in other activities related to students (e.g. exams, reports, consultations) in accordance with the general regulations.
12. The ELTE Epidemiological Operative Coordinating Body calls upon all Students of the University to follow the briefings of the respective Faculty, Institute, teachers, and courses with regard to electronic study materials; to be ready to receive electronic study materials and services of related activities from 23 March 2020 on; and from their side to fulfil the required technical criteria.
13. The ELTE Epidemiological Operative Coordinating Body confirms its principles regarding to distance learning below:
 - a) lectures can be held limitedly through live streaming, but it is possible to share recorded video materials;
 - b) practical seminars can be held in real time at the time the course is scheduled in the class schedule;
 - c) it must be ensured that the course can be completed even in case of technical difficulties;
 - d) considering the above principles, the method and the tool of distance learning can be freely selected, but technical and methodological support for the implementation by the University can be provided only in the environments of Canvas, Moodle, Neptun Meet Street, and Microsoft Teams.
 - e) All specific distance educational activities based on the above recommendations must be established based on faculty regulations.
14. To sustain a smooth operation and to secure the unified and predictable principles of education and examinations, until the approval of the Senate, the ELTE Epidemiological Operative Coordinating Body created [temporary special Regulations of Training and Examination](#) (TVSZ in Hungarian abbreviation) to determine the terms and conditions of distance learning. In the preparation and reviewing of the TVSZ - based on university practice - the representatives of the faculties and members of the student unions took part as well. The temporary TVSZ provides guidelines to implement specific parts of the [Academic Regulations for Students](#) (HKR) under the circumstances of distance education in a way that it can be understandable, clear, compliable and followable for the widest range of University Citizens. The temporary TVSZ includes the frameworks of distance education, the method of its implementation, including the rights and

obligations pertinent to students and teachers. For the period of the epidemiological emergency, the standard temporary Regulations of Training and Examination (TVSZ) came into force on 23 March 2020.

III. Obligations of teachers and members of the administrative and supportive staff of the university

1. The ELTE Epidemiological Operative Coordinating Body requests all educational units of the University to constantly update the collection of electronic study materials made available for students for the various courses and are intended for distance learning, cooperating closely with and accepting their recommendations of the Directorate of Education.
2. All teachers of the university are obligated to upgrade and update the electronic study materials and methods intended for distance learning in accordance with the division of tasks of the respective Faculty. All teachers of the university are also obligated, until 23rd March 2020 to inform students about how and when they can fulfil the requirements to complete the course even if distance education does not start the week starting with 23rd March 2020.
3. The dean can make an exception and exempt a course from the distance teaching obligation only in case if the nature of the course does not allow distance learning. In that case the course will be considered as discontinued study unit. This can only happen in case the dean notified the Directorate of Education during the spring break.
4. During the period of distance education, the University does not cease to operate. All teachers, researchers, and staff members of the University are thus obligated to continue working.
5. In the hopefully not occurring case of the teacher not being able to teach the course in the framework of distance education, despite the opportunity to work from home, due to severe illness, takeover of the course by another academic staff member or replacement must be arranged within the Faculty. Such cases have to be reported to the Directorate of Education immediately.

IV. Rules of electronic work, electronic communication, e-mail usage

1. Official and epidemiological measures and governmental expectations widely support and allow remote working due to the spread of new coronavirus disease. All duties and tasks that are not excluded from distance working due to their nature are to be done in the framework of distance working. The existing workflows of the University are widely paper-based and based on personal contacts now, that is to be avoided with regard to the current situation.
2. Under these circumstances, to maintain continuous operation and to fulfil the University's obligations, fundamental operation processes are organized to be done electronically: in case no law excludes this possibility, previous paper-based economical

processes requiring handwritten signature are to be completed using the electronic devices at the University's disposal.

3. The principle of the electronic procedures is that the paper-based administration is replaced by an electronic declaration, that is created, "signed", by the person entitled to do so through the username and password provided by ELTE's IT system. E-mail addresses ending with @...elte.hu, e-mails coming from ELTE's central server or the Faculty of Informatics' server, logged declarations and activities carried out on electronic storage space accessible with username and password and are using central identification operated by the ELTE Directorate of Informatics (IIG) are considered as such. ELTE provides access to its IT systems based on personal identification, providing personalized, unique usernames and personally provided passwords that can be changed.
4. While working, users are obligated to send and receive e-mails from their mailboxes and identify themselves with their usernames and passwords in the electronic systems. Users are also obligated to protect their passwords from others. All electronic declarations done by the users within ELTE's mail system, storage space or workflows are valid, personally made declarations. Therefore, the declarations of staff members working in financial positions done through e-mails or in the electronic system are valid and equivalent with their handwritten signatures.
5. Staff members using the electronic system are obligated to send and receive e-mails from their mailboxes and identify themselves with their usernames and passwords. They are also obligated to protect their passwords from others. Declarations of ELTE users done through ELTE's mail system or the electronic storage space are valid and equivalent with their handwritten signatures.
6. E-mail addresses for work are to be used exclusively for communication in connection with work, regardless of the e-mail address having the name of a staff member or an operational unit. Sending personal e-mails from the e-mail addresses for work is not allowed.
7. Redirecting e-mails from the official e-mail address to a private e-mail address (for example gmail.com) is forbidden, this is justified not only by the general prohibitive rules but also the increasing load of the University's IT resources. The employer can control if the rules mentioned above are followed and is allowed to disable the automatic redirection of the e-mails.

V. International student mobility

1. The University temporarily suspends taking part in international mobility programs. Until contrary provision, no Hungarian students are sent abroad and no international students are accepted.
2. The University does not support the extension of the existing individual contracts, thus the extension of the students' presence abroad.

3. Measures in connection with questions of international student mobility will be taken later, taking the provisions of the maintainer and the possible changes in the law into consideration.

VI. Corporate decision-making electronically and through distance voting, corporate decision-making in personnel affairs

1. The ELTE Epidemiological Operative Coordinating Body, maintaining its former obligation, calls upon the vice-rectors to constantly ensure the possibility of distance voting in the operation of university committees they chair/supervise. They should also ensure that committees are able to discuss issues on the agenda in the absence of members through videoconferencing or other means.
2. The ELTE Epidemiological Operative Coordinating Body, maintaining its former obligation, calls upon the deans and directors of units working in the form of faculties to constantly ensure the operation of the faculty councils/faculty committees/institutional councils, and departmental boards through distance voting. They should also ensure that the committees are able to discuss issues on the agenda in the absence of members through videoconferencing or other means
3. The ELTE Epidemiological Operative Coordinating Body - during the emergency situation, for the period until the decision taken by the Senate, in order to maintain seamless operation - orders that the bodies, faculty councils whose operating conditions do not regulate the possibility of distance voting, apply the regulations of the Senate's distance voting with the extension of the possibility to apply it for personnel affairs while keeping the secrecy of the votes. (The distance voting of the Senate is regulated in the ELTE Organisational and Operational Regulations - Volume 1, 77. §, point 9-11). The tool recommended to use for secret distance voting: <http://szavazas.elte.hu/admin/>.
4. The ELTE Epidemiological Operative Coordinating Body - during the emergency situation, for the period until the decision taken by the Senate, in order to maintain seamless operation - enables the extension of the committee/body mandates and leadership assignments with maximum 90 days after the end of the emergency situation, if the original assignment expires during the period of the emergency situation. This recommendation does not apply to any other cases leading to the termination of appointment (e.g. withdrawal, resignation, termination of legal relationship, reaching the age regulated in a legislation).
5. The ELTE Epidemiological Operative Coordinating Body calls the faculty bodies - temporarily, until further notice - to abstain from submitting personnel affairs which the Senate has to decide on, as currently holding a Senate distance voting in personnel affairs is conflicted with the law, even if ELTE possesses the digital solution which ensures the secrecy of the voting.
6. The ELTE Epidemiological Operative Coordinating Body requests the University Students' Union to formulate a proposal regarding the election of student representatives due in Spring.

VII. Research activity, time frame, and performance of research projects

1. The ELTE Epidemiological Operative Coordinating Body emphatically calls attention to the fact that currently there is no general provision for the unconventional management of research projects. Thus, all research projects (in particular, research excellence programs, thematic programs, projects funded by grants, OTKA and Momentum/Lendület projects, ÚNKP projects, etc.) must be carried out in the usual order and based on usual regulations until contrary provisions are made. However, during managing the projects, procurement obstacles making economical processes difficult shall be taken into account, furthermore, the digitalised operation processes have to be documented properly.
2. PhD students and those students who are in other legal relationship with the University for conducting work including working through student job services, are allowed to continue participating in research projects.
3. Until contrary provisions of the ELTE Epidemiological Operative Coordinating Body, the activities of the scientific associations of students that presume personal presence are suspended.
4. Events falling under point VIII-X below form exceptions from point 1, the handling of which (certification, reports, etc.) will be subject to later provisions.

VIII. Revoking permits of missions abroad, non-student travelling abroad

1. The ELTE Epidemiological Operative Coordinating Body obligates the faculty leaders and other leaders entitled to permit missions abroad until contrary provisions to revoke all permits of missions and travels abroad without exception.
2. The ELTE Epidemiological Operative Coordinating Body calls the attention of the University community that in Hungary and in several states of Europe and the world as well there are significant restrictions for travelling in and out, which obstruct free entering or exiting from borders. Furthermore, we call the attention of the University community, that during any travel abroad, at the destination country or after their return in Hungary, they may become subject to coercive measures related to epidemiological control. Therefore, the ELTE Epidemiological Operative Coordinating Body emphatically calls the University Citizens to postpone their private journeys.
3. Restrictions regarding travelling of the students can be found in point II.10, point V. and in the following point VIII.4.
4. The University temporally suspends the call for application to support travel expenses for active participation at domestic and international educational competitions, conferences, workshops, or to support short term research trips, as well as the call for application for support the expenses of educators organising professional trips for students and accompanying them (so called Traveling grants, "Utazási pályázat"), furthermore, the transfer of payments of already accepted applications are also suspended.

5. The ELTE Epidemiological Operative Coordinating Body informs the affected travellers and persons responsible for the respective budget, that in each case - pondered individually - the university travel management chose the most efficient solution for cancellation, postponement, or cancellation of flights to regain the fee of booked flight tickets, accommodations and conference registrations without penalty or with partial penalty. In case of tenders, accounting the fees of cancelled journeys, events and other occasions may differ depending on the provider. Some of the providers have already noticed us about the possibility of accounting. We will make a fair decision in the case of those student, professors and staff members, who financed their cancelled travels from their own budget. However, this decision will be made knowing and weighing all the conditions.

IX. Cancellation of scientific and communal events / meetings with foreign attendance

1. The ELTE Epidemiological Operative Coordinating Body orders the suspension of preparations and the cancellation of all events / meetings scheduled to have foreign attendees until contrary provisions.

X. Rules regarding postponing national communal and other events

1. The ELTE Epidemiological Operative Coordinating Body orders the cancellation of all communal and other events.
2. The ELTE Epidemiological Operative Coordinating Body orders the suspension of preparations for all future events until contrary provisions. Exceptions can be made by the ELTE Epidemiological Operative Coordinating Body in justified cases.

XI. Libraries

1. From 13 March 2020, the ELTE University Library and Archives (ELTE Egyetemi Könyvtár és Levéltár - EKL) is closed until contrary provisions. We inform University Citizens that during this period, support for education and research will uninterruptedly continue to operate online. The information regarding the online services provided by the ELTE University Library and Archives can be accessed via the following links:
 - http://konyvtar.elte.hu/sites/default/files/ELTE_EKL_brosura_2019_ENG_web.pdf
 - https://konyvtar.elte.hu/sites/default/files/ELTE_EKL_brosura_2019_HU_web.pdf
 - <https://konyvtar.elte.hu/en/remote-access-elte-databases-and-e-books>
 - <https://konyvtar.elte.hu/hu/rendelkezesre-allo-online-konyvtari-szolgalatasok>
2. The libraries of the different organizational units (faculties, institutes, departments) are closed to students until contrary provisions.

XII. The University's public education institutions (practice schools) and other institutions

1. The ELTE Epidemiological Operative Coordinating Body takes special care and pays attention to all of the university's organizational units, including the University's public education institutions and other organizational units under the control of the Rectorial Coordination Center. The ELTE Epidemiological Operative Coordinating Body's decisions and guidelines are applicable to all organizational units if
 - a) the operation of these organizational units is not defined differently by decisions of the authority/operator, or
 - b) they are not subject to any special rules.
2. The public education institutions (practice schools) of the University, according to legal provisions, are currently operating in a digital curriculum, for which the University provides support.

XIII. Mandatory absence from the University

1. The ELTE Epidemiological Operative Coordinating Body orders the following students and staff to stay away from the University:
 - a) who, counted from the respective date, have been abroad in the previous 15 days,
 - b) who, counted from the respective date, have been in contact with someone infected with coronavirus in the previous 15 days,
 - c) who, counted from the respective date, have become subject to epidemiological measures (e.g. official contact research), in the previous 15 days,
 - d) who are subject to an epidemiological control measure (e.g. home quarantine),
 - e) who are infected with coronavirus.
2. We order those teachers and staff who show significant signs of respiratory infection (fever greater than 38°C, severe cough) to stay away from University buildings until they have recovered.

XIV. Recommended quarantine and absence from the University

1. We inform colleagues with the title of Professor Emeritus and colleagues over the age of 65, that to them coronavirus may present a risk higher than the average. Therefore, we recommend to stay away from community events, including university life, until contrary measures.
2. Furthermore, we ask those teachers and colleagues, whose health risks may be above average, to stay away from community events, including university life, until general contrary measures. When determining their state of health, and whether they are subject

to this rule, the opinion of their general practitioner is prevalent, but medical certification is not required. According to the ELTE Epidemiological Operative Coordinating Body, this applies to people who have been treated for cancer and are undergoing immunosuppressive treatment and have a weakened immune system, or those whose immune system is noticeably weakened due to a similar reason (e.g. surgery, serious illness), and people with chronic high blood pressure, diabetes, cardiovascular disease, chronic respiratory disease.

3. We ask teachers and colleagues within the scope of points 1 and 2 to participate in distance learning and in other distance activities related to students (e.g. examinations) also while staying away from the University, if this is possible.

XV. The legal consequences of quarantine/staying away for teachers and staff members

1. We inform teachers, researchers and staff members who, due to the COVID-19 Corona virus, decide to go to quarantine and stay away from the University, that the working days of such quarantine are considered as proven absence; therefore, the days of quarantine do not entail any reduction in salary.
2. Those who get hospitalized and/or quarantined within health facilities by the respective authorities are entitled to receive sick-allowance for the period of the quarantine.

XVI. Other measures

1. We call the attention of all students, teachers, and staff members, that the measures of present BRIEFING are obligatory measures. Failure to abide by these regulations will constitute a violation of the rules and regulations, which may result in penalties.
2. We call the attention of University Citizens that disobeying epidemiological measures of the Government or epidemiological authorities is considered as infringement or eventually a crime, possibly concluding in serious sanctions (penalties).
3. We suggest all University Citizens to avoid personal contact as much as possible (such as hand-shaking, hugs at greetings).

XVII. Communication

1. The ELTE Epidemiological Operative Coordinating Body calls upon all University Citizens, especially faculty and institutional leaders, that any declarations, including institutional and non-institutional communication and communication with the press, related to the epidemiological situation and its management by the University, including the present BRIEFING and its interpretation, can only be made by the ELTE Epidemiological Operative Coordinating Body.
2. The communication of the ordered measures within the faculty/organizational unit must be objective and specific in order to help the effective implementation of provisions and measures and to avoid any possible panic reactions.

XVIII. Information, University website, Frequently Asked Questions

1. We inform University Citizens that we are posting up-to-date announcements about current information and the situation on the [website of ELTE](#). From the website you can receive information not only about the measures ordered by the University, but also about the broader epidemiological situation as well as measures taken by the Government. Please follow the posts with attention.
2. We inform University Citizens that a menu of "[Practical information](#)" is published on the website of ELTE with regard to distance education, matters of electronic administration, home office, and measures related to the electronic management of operation.
3. We repeatedly request all leaders of the University, institutions, and organizational units, as well as teachers, students and staff members to send their suggestions, remarks, important and significant questions related to the coronavirus to jokt@elte.hu.

Budapest, 23 March 2020.

ELTE Epidemiological Operative Coordinating Body