



## ***ELTE EPIDEMIOLOGICAL OPERATIVE COORDINATING BODY***

### **BRIEFING**

#### **ON THE PLANNING AND EXECUTION OF THE AUTUMN SEMESTER OF THE ACADEMIC YEAR 2020/2021 CONCERNING THE EPIDEMIOLOGICAL PREPAREDNESS**

(published on 29<sup>th</sup> July 2020)

The ELTE Epidemiological Operative Coordinating Body (JOKT) 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 information, obligations and calls concerning the preparation of the Autumn Semester of Academic Year 2020/2021, and which 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:

- information for the period up to the beginning of the Academic Year 2020/2021,
- information on preparing, opening and continuing the Academic Year 2020/2021, and
- information on the operation of the whole University.

Regarding the preparation and application of certain points of this BRIEFING, on 29 June 2020 an extended meeting of the University Governance was held the content of which was taken into account by the ELTE Epidemiological Operative Coordinating Body during the publication of the BRIEFING. The BRIEFING is published with the consent and simultaneous information of Rector Dr. László Borhy and Chancellor Dr. Gyula Scheuer.

Previously issued briefings of the ELTE Epidemiological Operative Coordinating Body are terminated with the publishing of this BRIEFING, applied *mutatis mutandis* to certain provisions with the beginning of the 2020/2021 academic year.

We call attention to the fact, that in addition to this BRIEFING it is mandatory to apply the 283/2020. Governmental Decree on epidemiological preparedness and its relating legislations, especially the [statement](#) on the classification of countries concerning the risk of the spread of the epidemic.

The ELTE Epidemiological Operative Coordinating Body will constantly update this BRIEFING depending on the evolution of the epidemiological situation. The current status of the BRIEFING and other information related on the operation of the University can be found on the [coronavirus site of ELTE](#).

## **I. Education and teaching arrangements in the Autumn Semester of the Academic Year 2020/2021**

1. The University organises its core educational activities in the Autumn Semester of 2020/2021 by harmonising two interests: that of the personal and community nature of quality university education and learning, and the aspect hindering the spread of the epidemic, i.e., the interest in reducing the number of personal contacts.
2. In the framework established by the ELTE Epidemiological Operative Coordinating Body, the faculties and units operating as faculties organise their own educational activities based on the principles and regulations defined in this BRIEFING. In the event of a dispute, the decision of the ELTE Epidemiological Operative Coordinating Body shall prevail.
3. General obligations in education and teaching arrangements:
  - a) It is obligatory in the buildings of the University and in community to wear a mask (eventually a shawl or piece of cloth) covering the nose and the mouth. The lecturer, contributor – for the session of speaking – are exempted from wearing a mask while keeping distance. With regard to the fact that wearing a mask is a general obligation applying to everyone, it is the responsibility of each University Citizen to obtain and have the appropriate mask.
  - b) During educational activities students from each other, and teachers from students are obligated to keep the epidemiological mandatory distance (at least 1,5 meters, which can be reduced during certain courses in justified cases).
  - c) It is not allowed to enter the university premises and community with showing symptoms of the coronavirus (or having high risk of carrying the virus). Otherwise any University Citizen may ask the person to leave the building.
4. It is the obligation of each faculty and units operating as faculties during the organisation of education to take into account the distancing requirements, to determine the capacity of all premises used for education (considering the size, layout and natural ventilation capacity of the room, etc.) and to determine the courses to be held with physical presence based on the resulting infrastructure. When scheduling courses, care must also be taken to ensure that the student has sufficient time to physically switch between online and attendance-required courses.
5. The university prepares for **hybrid education** in the Autumn Semester of the Academic Year 2020/2021, therefore:
  - a) the courses are, as a general rule, carried out by physical presence, but
  - b) the course must be held online if the general regulations of distancing could not be observed due to the number of students enrolled to the class and the capacity of the room used for education, furthermore if the teacher of the course cannot undertake teaching with physical attendance in connection with a health crisis situation (see also point 9).

6. Until 1 September 2020, 16:00 (CET), all courses have to be marked in the Electronic Education System so they show in what form the education will take place (see Academic Regulations for Students for details).
7. Courses that require real time attendance are only allowed to take place at their scheduled time in the class schedule.
8. It has to be determined beforehand which courses cannot be completed through distance education, thereby students unable to attend them in person cannot complete, or which, in case the restart of complete distance education is ordered again, cannot be finished due to their nature. The deans have to send the list of courses that require personal presence due to their nature to the [oktig@oktig.elte.hu](mailto:oktig@oktig.elte.hu) e-mail address until 04 September 2020, (Friday) 12:00 (CET).
9. Teachers who, due to the current health crisis situation, cannot undertake teaching with physical attendance (for example because their health risk may be above average), are allowed to hold their courses in the form of distance education.
10. All courses that are needed for the students to complete their education on schedule must be published. If a course due to its nature can only be completed with physical attendance and the teacher is unable to hold the course in this form, the institute/department has to provide a solution so the students can continue their education on schedule.
11. General rules are applied to the student participation on courses that require physical attendance. Students who are unable to attend the courses requiring physical attendance due to the reasons listed below can hand in a request to stay away. Those students have to hand in a request through the Neptun Education System so they can receive a permission from the dean to take part in distance education. Students can receive a permission for distance education if:
  - a) they are foreign nationals and are unable to enter Hungary, or
  - b) they or a person living in the same household as them is severely endangered, regardless of nationality.

For students who have received permission for taking part in the education online the teacher must provide the possibility of completing the course (for example the student has online access to the offline course, or, as in case of uniquely tailored study arrangements, can complete the requirements with different content), except for courses that require physical attendance due to their nature.

12. All courses have to be prepared so that
  - a) there can be students who have to complete the course online;
  - b) a plan has to be developed to complete the courses without physical presence; taking into consideration that there is enough time to prepare, during a possible introduction of distance education during the Autumn Semester of the Academic Year 2020/2021 it is not accepted to

finish courses without assistance from the teacher (for example by only providing slides prepared for the class, the draft of the lectures, other study materials, etc.).

- c) if the structure of the course allows it, the occasions requiring physical attendance should be moved to the beginning of the semester. Please be aware that in accordance with § 54. (6a) of the Academic Regulations for Students, the Faculty Council – with the approval of the Student Union (HÖK) – has the opportunity to hold classes before the semester officially starts (for example seminars, practices).
- d) different situations can be handled properly, for example a student starting education online but later joining face to face education (for example because of receiving their visa during the semester) or a student starting education face to face but forced to change to online education (for example due to being quarantined).

13. The special Academic Regulations for Students effective the Autumn Semester of Academic Year 2020/2021 will be provided in a [separate document](#) by JOKT.

14. The second wave of the epidemic is a realistic threat, because of what we have to be prepared for the case that education will have to switch partly or fully to distance education again, taking this into consideration, all courses have to be set up in the learning management system (LMS) and/or in a space allowing collaboration.

15. For that the university provides the following

a) applications (including technical and methodological support):

- LMS: Canvas, Moodle, Neptun Meet Street
- space allowing collaboration : MS Teams
- lecture capture system: Panopto (being introduced)

b) support for educational methods:

- providing methodical guides and helpdesk for teachers
- organizing trainings for educational methods in September 2020 (the trainings held in July and August are already on full capacity),
- the tender for course development will be updated and extended.

## **II. Examinations of educational progress, other events connected to graduate and/or PhD education**

1. Examinations of educational progress (including especially the thesis defence, final exams, complex exams, doctoral comprehensive exams, workshop debates, doctoral thesis defence, habilitation proceedings) that require personal attendance are allowed in the Autumn Semester, even publicly, while wearing a mask and keeping distance.
2. Both graduation ceremonies and doctoral graduation ceremonies are allowed to be organised during the Autumn Semester of the Academic Year 2020/2021.

3. Autumn break and exam period are held as scheduled in the Academic calendar earlier until contrary provision.

### **III. Student administration**

1. Enrollment is completed primarily through personal presence. Distance enrollment is only possible if the student asked for and received permission in advance for distance learning.
2. [Electronic administration](#) remains in operation at the University, including the solely online handling of thesis processes.
3. Quaestura primarily performs its functions electronically, however, it provides the option for the management of certain matters which have to be handled in person (e.g. concluding the insurance contract for foreign students, student loan administration, etc.) by prior appointment and while keeping a safe distance and wearing a mask.

### **IV. Research activities, third mission activities, conferences and other events**

1. All individual, group, project-based or institutionalised research activities must be carried out in accordance with the nature and schedule of the project.
2. The third mission activities (especially the innovation activities) of the University shall proceed without interruption.
3. Within the general limits of participation, it is possible to organise scientific, educational and professional events, teachers and students of the university can participate in such events taking place at the University and at other institutions as well – with keeping the general rules of distancing and wearing a mask. If possible, conferences and events organised by the University shall provide the option of online participation as well.

### **V. Operation of university bodies**

1. In the case of university and faculty bodies, the board (and the head of the board) decides if the board meetings and/or decision-making will be held in person or with the established online practice (MS Teams).
2. Habilitation proceedings may be conducted in the usual manner, including the parts of the proceedings which are taking place publicly.
3. The ELTE Epidemiological Operative Coordinating Body prioritises board meetings to be held online and distance voting, but currently does not provide regulations or recommendations regarding this issue. However, it draws attention to the mandatory use of masks and keeping a safe distance.

## **VI. International mobility**

1. The incoming and outgoing mobility of students is allowed if the duration of mobility in the case of study purposes reaches 3 months, and in the case of internships reaches 2 months. The students can stay informed about the mobility programmes and the rules and risks applied amongst the changes of the current situation on the University's website (for outgoing mobility: <https://www.elte.hu/en/outgoing-mobility>; for incoming mobility: <https://www.elte.hu/en/incoming-mobility>).
2. The University does not issue permits of mission abroad due to its particularly high risk. The University does not support the mobility of its staff for the duration of less than three months. The dean, however, in their competence, may decide to order mission abroad in an exceptional case, in which case (given that the costs of a failed trip are not accountable in tenders, or the increased costs are not covered by the financial resource of the tender) the faculty permitting the mission abroad must form a provision for the possible mission abroad in advance.
3. Staff mobility from abroad (including teachers and researchers as well) is not supported if the duration is less than 1 month. In exceptional cases, the dean may authorise incoming mobility for a shorter period.
4. Before making a decision on an international mobility issue, and during the participation in the programme, legal restrictions, regulations of mandatory quarantine, mandatory testing, etc. must be taken into account. The participation of teachers in international mobility shall not jeopardise the fulfillment of their educational/research obligations.

## **VII. Work rules, digital and miscellaneous operational issues**

1. With effect from 24 August 2020, the right and obligation of remote working and digital operational processes shall cease. As a general rule, all colleagues are required to work as before the epidemiological emergency in accordance with their job responsibilities and duties. The supervisor may allow remote working if the task can still be performed.
2. Safety measures (see point VIII below) apply to all University Citizens.
3. All the results achieved in digitalising the interim operational processes (signatures, etc.) must be maintained and further developed.
4. The same rules and principles apply to Szombathely as to the training places in Budapest.
5. Libraries operate according to the general rules regarding libraries.
6. Eötvös Loránd University pays great attention to its public education institutions and other organisational units belonging to the Rector's Coordination Centre. In all matters not regulated by a special rule, the epidemiological provisions for the University shall prevail.

## **VIII. Safety measures**

1. Employees over the age of 65 and staff at high risk due to their medical conditions are still recommended to stay away from buildings and events of the University and are not required to work in person at the University.
2. Persons who are obligated to undergo mandatory or recommended public health quarantine must stay away from the buildings and events of the University. Those who show symptoms of the coronavirus disease are also required to stay away from the University.

## **IX. Operations**

1. The buildings of the University will be fully opened on 24 August 2020, replacing the current limited level of operation.
2. The ELTE Epidemiological Operative Coordinating Body calls on the organisational units responsible for the operation of the University to carry out increased and efficient cleaning, disinfection and epidemiological control.
3. Special cleaning and disinfection rules/requirements for the faculties beside the general operations may be proposed and decided by the faculties at their own expense (with the assistance of the Directorate-General for Technology, if necessary).

## **X. Dormitory**

1. The University pays special attention to the safety of dormitories and students who live in dormitories.
2. The University, for the protection of its students, maintains the general rules of keeping distance in the framework of living together in dormitories, therefore it provides accommodation placement in double rooms. The University also rents additional dormitory places and provides private dormitory accommodation for students, and built a wide range of housing partnerships to satisfy individual student needs through private accommodations. In addition, it is developing a housing allowance system for students.
3. For (international) students coming from abroad the university also provides accommodation for temporary separation (in compliance with the all-time quarantine rules).
4. Among the students who receive dormitory accommodation and housing allowance, students with an active student status have an advantage over those who have passive student status.

## **XI. Summer operation, events before the Opening Day and related to the beginning of the school year**

1. Until the beginning of the Academic Year 2020/2021 the interim Regulations of Training and Examination (TVSZ) remains in force.
2. Until the beginning of the 2020/2021 Academic Year, the rules and recommendations of the [Briefing of the ELTE Epidemiological Operative Coordinating Body published on 23<sup>rd</sup> March 2020](#) remain in force, unless alleviated by other JOKT briefings. In particular, within the framework of the regulations of interim briefings students are allowed to visit the facilities of the University and to participate in professional and field training activities outside of the establishment.
3. The doctoral graduation ceremony on 22nd June 2020 was held with the approval of the ELTE Epidemiological Operative Coordinating Body. For those who decided not to participate at this event, a new date for graduation ceremony shall be provided during Autumn 2020.
4. The entrance and additional entrance examinations of August 2020 are organised in online form.
5. Freshman Camps, Eötvös Days of Lágymányos (LEN) and similar events cannot be held and organised by the University in 2020. We call the attention of students for the high risks of these events and we ask them not to participate in similar events organised by other universities either.
6. The faculties can hold Orientation Day(s) for smaller groups in personal and/or online form, obeying the distance and mask-wearing regulations in the case of personal presence. We call the attention of the faculties to the dangers of the personal presence and we ask them to avoid organising larger events held in person.
7. Graduation ceremonies can be organised at the beginning of the Academic Year, graduates can also be greeted within the framework of a ceremony. Such ceremonies shall be made possible to be followed online by family members and guests. We do not support the invitation of guests to the events.
8. The Opening Ceremony of the Academic Year can be organised in a narrower circle than usual, with the personal attendance of the Members of the Senate and the awardees, while providing online streaming.
9. Organisation of ELTEFeszt can be continued with a full programme based on personal presence, with the possibility of requiring limited realisation of the event in case of necessity.
10. We call all University Citizens to avoid visiting summer events exposing high risks (e.g. festivals) for their own safety and the uninterrupted beginning of their semester.



The ELTE Epidemiological Operative Coordinating Body is continuously monitoring the local and international situation of the pandemic, analysing its effect on the university life and striving to ensure the defence of the University Community with all available means.

We wish a pleasant and safe summer holiday for all University Citizens and prospective students!

Budapest, 29th July, 2020

ELTE Epidemiological Operative Coordinating Body