



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

### **BRIEFING**

#### **ON THE IMPLEMENTATION OF INSTITUTIONAL OBLIGATIONS TAKEN IN THE EMERGENCY SITUATION DUE TO THE PROTECTION AGAINST THE SECOND WAVE OF THE CORONAVIRUS EPIDEMIC**

**(Status: 12th of November, 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, considering the guidelines issued by the Maintainer, sums up in this BRIEFING all obligations and calls concerning the protective measurements in the emergency situation due to the spread of the second wave of the coronavirus epidemic for the institution and University Citizens, who are required to adhere to and consider these obligations and calls.

This BRIEFING contains the up-dated (new, supplemented, clarified) list of measurements from previously issued briefings in a unified structure, and is in accordance with the Act CIX. 2020 on the protection against the second wave of the coronavirus epidemic, with the 484/2020 (XI. 10.) Governmental Decree on the second phase of protective measurements in the emergency situation, and with the provisions of the Maintainer's Sectoral Recommendations.

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. Educational activities and educational organizing**

Until contrary provisions, the University goes from hybrid education ordered earlier for the first semester of the Academic Year 2020/21 to distance education as soon as this Briefing enters into force. Based on that, all courses, including adult education and all other forms of education provided, must continue in form of distance education.

1. No course and event related to education organized by the University can be executed with the personal attendance of students, regardless of the location.

2. Students are allowed to do their professional practice, pedagogical practice and the practical part of their education in the dual system in case the place of traineeship or the company accepts them. The University supports the continuous execution of professional practice, primarily in the form of personal attendance.
3. 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.
4. Students are obligated to take part in distance education and in other distance activities related to students (e.g. exams, reports, consultations) in accordance with the general regulations.
5. Entrance exams are not allowed to be held with the physical attendance of applicants.
6. The rules of the [Temporary Special Regulations](#) (TVSZ) of Eötvös Loránd University's Academic Regulations for Students regarding distance education, exams and assessment are still to be followed.
7. Until contrary provision, the University does not organize graduation ceremonies and doctoral graduation ceremonies. Graduation certificates are electronically issued uninterruptedly. In case of doctoral graduation ceremonies, the ordering of emergency situation is considered a fair special reason, thus the oaths can be made in written form and the doctoral degree can be conferred outside of the framework of a ceremonial session.
8. Students who have a certain kind of employment relationship with the University (for example a special-order contract) continue performing their duties in connection with that legal relationship.
9. Students are allowed to continue their already started research activities.
10. Students are allowed to visit the university buildings for reasons and for a period of time that is absolutely necessary for the continuation of their studies and research activities and their stay here.
11. Students leaving the student residence halls because of the University going over to distance education have to move out until 16 November, 16:00 the latest. International and cross-border Hungarian students are allowed to stay in the student residence halls without special permission. Apart from these students, those who request to be allowed to stay there for a special reason and get permission to stay can be allowed to do so. The director of the student residence hall makes the decisions about the permissions. Until contrary provisions, the University does not order the evacuation of the student residence halls. In student residence halls, all safety measures and rules for social behaviour must be executed very carefully, paying even more attention to them. If someone violates the House Rules of the student residence halls, including their additions concerning the emergency situation and epidemiological preparedness, the person is not allowed to continue staying in the student residence hall. All residents are informed in detail in the instructions sent out to them and from the leaders of the respective student residence hall.
12. We strongly request the students to stay at home or where they reside if possible, to avoid community, keeping and building their connections online.

## **II. Exam period and further organizational tasks of education**

1. Preparations for the exam period of the 2020/21 Autumn Semester must be made taking into account that the exam period can only be held in an online form. Different regulations for online exams can be found at the [TVSZ](#).
2. The preparation for the 2020/2021 Spring Semester must be conducted based on the regulations of hybrid education, taking into account that the curriculum will probably be delivered and cultivated in a completely online educational form in the first half of the semester.

## **III. Electronic administration**

1. Electronic administration remains in operation at the University, including the entirely online management of thesis procedures.
2. The Quaestura Office will conduct its services in electronic or written form and will not operate with personal customer assistance.
3. Tasks that require personal attendance – primarily cases of international students – will be handled with the notification of concerned students. Administration of necessary documents for international students (residence permit, tax-ID, etc.) that require personal attendance may be conducted only with strict compliance with the epidemiological rules, at the location, date and time provided by the University.

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

1. All personal, group, project based, or institutionalised research activities should continue according to their nature and schedule.
2. The University's third mission activities (especially tasks related to innovation) should continue uninterruptedly.
3. Scientific, educational, and professional events shall only be organised and conducted in online form.

## **V. Operation of libraries**

1. The ELTE University Library and Archives (EKL) and faculty libraries cannot be visited personally. The customer assistance desks of the University Library and faculty libraries are in operation, books that have been ordered online can be picked up and borrowed books can be handed back at pre-defined dates.
2. We call the attention of University Citizens that educational and research supporting activities of the libraries are continuously operating in online form.

## **VI. Limited publicity of sport facilities**

1. The sports stations located at Bogdánfy Road and Mérnök Street, under the Sports Act regulations, are now exclusively open to competitive athletes and their coaches (staff designated by sport federations) for the purposes of training and sporting events.

2. In Szombathely's Sports Hall, and the gymnasium located in the basement of building 'A', in addition to, and completely separate from, primary school physical education classes, only competitive sport events are authorized to be held.
3. In the sport facilities of public education institutions, only the physical education classes of the institutions are allowed to be carried out.

#### **VII. University museums and collections are not to be visited**

1. Museums, collections, and gardens of the University that are open to the public shall not be visited, but research work may be continued at these locations.

#### **VIII. Operation of bodies**

1. We call on all university bodies to organize their operations and decision-making processes online.

#### **IX. Events not related to education**

1. No events, programs or gatherings that require personal attendance shall be held.
2. Events that are essentially coordinated through the combination of personal attendance and online streaming must be channelled through an online platform, at each broadcast venue no more than 10 people shall be present.

#### **X. Mandatory absenteeism cases remain**

1. During distance education, the University's operation is fully continuous. Thus, all teachers, researchers, educators and staff are obligated to continue working. Work may be conducted from home if it allows the assigned tasks to be completed entirely. The immediate supervisor may authorize working from home, the conditions of which are detailed in the description on the website.
2. Chapters I and II of the JOKT informational briefing, published on 7 September 2020, on health-care directives and compliance with personal hygiene rules remain mandatory and must be followed.
3. Employees, during their absence from the University, in either voluntary or official quarantine, are obligated to perform online (distance) education and other student related distance activities.
4. All our employees are obligated to contribute beyond their traditional duties in order to ensure the continuity of university operations.

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.

## **XI. Recommended absenteeism**

1. We strongly urge our professor emeritus, senior or health-compromised teachers, researchers and staff to stay away from the university and all other communities, avoid university buildings and stay in their homes. Furthermore, they should follow the hygiene rules in their own houses, taking special measures to protect themselves from the virus infection when leaving their homes. Should you need any special care or require technical assistance in order to continue online educational activities, please inform us immediately.

## **XII. Personal issues of the epidemiological protection**

1. We call all University Citizens to comply with the personal requirements of the epidemiological protection, which are stated in legislations as well.
2. In the light of above we ask you to comply with especially the requirements and regulations strictly and consistently on wearing a mask, social distancing, curfew measurements and on personal hygiene.

We thank all University Citizens for their dedicated work on epidemiological protection and on maintaining the operation of the university. We wish everyone good health and strength!

Budapest, 12 November 2020

Eötvös Loránd University  
Epidemiological Operative Coordinating Body