



ELTE EPIDEMIOLOGICAL OPERATIVE COORDINATING BODY

BRIEFING

ON THE EXECUTION OF INSTITUTIONAL OBLIGATIONS DUE TO THE PROTECTION AGAINST THE CORONAVIRUS EPIDEMIC

(Status: 4th of March 2021)

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 third wave of the coronavirus epidemic for the institution and University Citizens, who are required to adhere to and consider these obligations and calls.

Due to the legislations announced – but not yet implemented into national law – the JOKT amends its [briefing issued on the 4th of February 2021](#), and orders that the following new regulations be maintained from the 8th of March until revoked:

1. The JOKT reaffirms the general obligation of absentee education, adding that courses having a ministerial license to be held with personal attendance may only be held in absentia.
2. Traineeships may only continue with attendance if the rules and regulations of the training location allow.
3. The sport facilities of the university may operate in accordance with the relevant legislation, recreational sports may not be practiced in the buildings.
4. Public collections, open-air exhibitions, and gardens of the University are not open to the public. In the event of the applicable legislation becoming permissible, the JOKT may allow outdoor visits to these establishments following an individual review of each case, subject to enhanced safety regulations.
5. The normal operation of the University is continuous. Thus, all lecturers, researchers, teachers and staff are obligated to work. In addition to the requirement to maintain continuous operation, managers may widely authorize work from home.
6. Virtual administration at the University will be maintained. Employees can make official statements using their office email address within the organization. Here, too, we draw the attention of the employees to the fact that they may make valid legal statements with document authentication (such as labour and economical related documents) through the document identification offered by the client gate (ügyfélkapu).
7. The operation of practicing schools and reserved public educational institutions is subject to legislations and the regulations established by the public sector management.

Budapest, 4 March 2021

Eötvös Loránd University
Epidemiological Operative Coordinating Body

BRIEFING ON THE ORGANIZATION OF EDUCATION FOR THE SPRING SEMESTER OF THE ACADEMIC YEAR 2020/2021 AMENDED WITH CHANGES

I. Educational activities and educational organizing

The University starts the Spring Semester of Academic Year 2020/2021 with distance education and continues to do so until contrary provisions. Hopefully, the spreading of the epidemic takes a favourable turnaround that will allow us to go over to hybrid education during the semester. Information on this change will be beforehand, to leave enough time to prepare.

1. No course and event related to education organized by the University can be executed with the personal attendance of students (including adult education), regardless of the location. ~~Courses that receive a special permission from the maintainer based on the Rector's request do not fall under this prohibition.~~
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 defense, final exams, complex exams, doctoral comprehensive exams, workshop debates, doctoral thesis defense) 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 – modified in accordance with answers to questions that came up in practice – are still to be followed in the spring semester.
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. Student residence halls are open for students with special permissions and for international students. Student who need a place at a student residence hall ~~because they have courses in the Spring Semester that require personal attendance~~ in order to complete the requirements of their training and for that it is essential for them to have a place at a student residence hall, can send an e-mail to the director of the student residence hall or to the central e-mail address (kollegium@kancellaria.elte.hu).

12. 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.

II. 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.

III. 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 be organised and conducted in online form, ~~in person maximum 10 people are allowed to attend.~~

IV. Operation of libraries

1. The ELTE University Library and Archives (EKL) and faculty libraries cannot be visited in-person. 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.

V. Limited publicity of sport facilities

1. Sport facilities may function under the terms of their applicable legislations.
2. ~~In the sport facilities of public education institutions, only the physical education classes of the institutions are allowed to be carried out.~~

VI. University museums and collections are not to be open

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

VII. Functioning of bodies

1. University bodies should organize their operations and decision-making processes online.

VIII. Non-education related events

1. Any event that is not directly related to education must be channelled through an online platform, with no more than ten participants present at each broadcast venue.

IX. Mandatory absenteeism cases remain

1. During distance education, the University's operation is fully continuous. Thus, all educators, researchers, teachers and staff are obligated to continue working. ~~Work may be conducted from home if it allows the assigned tasks to be completed entirely. A manager may authorize working from home, the conditions of which are detailed in the [description on the website](#).~~ In addition to the requirement to maintain continuous operation, managers may widely authorize working from home.
2. Chapters I and II of the [JOKT informational manual, published on 7 September 2020](#), on health-care directives and compliance with personal hygiene rules remain mandatory and must be followed, with the exception that the duration of the mandatory absence is the same as in the current legislation (currently 10 days).
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 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 avoidable instance, that a teacher, despite the possibility of working from home, is unable to hold their course due to critical medical conditions, the course must be rearranged and taken over by the faculty.

X. Recommended absenteeism

1. We strongly urge our professor emeritus, senior or health-compromised educators, 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.

XI. Personal requirements regarding epidemiological control

1. We urge all University Citizens to follow the personal requirements of the epidemiological control. We ask you to comply with the requirements in a strict and consistent manner, especially the regulations regarding the use of masks, social distancing, curfew, and personal hygiene.

We would like to thank all University Citizens for adjusting to the extraordinary circumstances created by the pandemic, and successfully completing their studies, continuing teaching and research activities, serving on the operation of the University, and fulfilling their social role in preventing the spreading of the virus.

We wish all of you good health and strength.

Budapest, 4 February March 2021

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