

**Information**  
**on the form of education for the autumn semester of the 2020-2021 academic year**  
**following the recommendations issued by the Ministry of Innovation and Technology (ITM) and**  
**the rector of the University of Szeged**

In view of the epidemiological regulations currently in force, the Faculty of Arts and Social Sciences, University of Szeged, the following need to be taken into account when organizing and carrying out education in the first semester of the 2020–2021 academic year - in all majors, training level and work schedules.

**Primary rules**

Anyone with any symptoms of COVID-19 should not enter BTK buildings.

**Ensuring a safe environment**

- Hand disinfection before class is mandatory for both instructors and students.
- Ventilation of the classroom is mandatory during and after class.
- it is necessary to disinfect the door handles every two hours.

**Classes**

- The type of education (online or face-to-face) depends on the number of students
  - if the number of students enrolled in the course (according to Neptune) exceeds 100, the class can only take place online,
  - if the number of students enrolled in the course (according to Neptun) does not exceed 100 people, online or face-to-face training is possible (the latter in case a distance of 1.5 m between students can be maintained),
  - seminars, practices – until further measures may be necessary in view of the virus situation – primarily through face-to-face education.
- An attendance sheet must be kept for each face-to-face class, which must be kept until the end of the academic year.

**Keeping social distance, wearing a mask**

- A distance of 1.5 m must be observed and masks should be worn in the Registrar's Office or in the administration of the institute / department.
- In the classrooms, students should sit 1.5 m apart, wearing a mask.
- The instructor must wear a mask if he/she is unable to maintain a distance of 1.5 m from students.

**Out-of-class contact with students**

- Online contact is recommended.
- Paper documents can be touched after a 24 hour waiting period.

**Reporting obligation in case of suspicion of coronavirus**

- e-mail: coronavirus.elentes@rekt.szte.hu

## Detailed description of the rules

### Ensuring a safe environment

In dealing with student administrative matters in institutes / departments, as well as at university and faculty level administration (e.g. in the Registrar's Office) - students must observe the 1.5 m distance and the clerks, instructors, students alike should wear a mask. No more than two students in administration can be present in an office at the same time.

It is obligatory to wear a mask in hallways, public spaces and restrooms.

Continuous ventilation of offices and classrooms is mandatory. Also in case of artificial ventilation, natural ventilation is required as often as possible.

In the case of face-to-face classes, both instructor and students must wash their hands with soap or apply alcohol based hand disinfection before class - the hand disinfectant is provided by Faculty of Arts and Social Sciences.

### Classes

The autumn semester of the 2020–2021 academic year starts in a mixed form of education in all majors, training levels and work schedules (full-time, correspondence, PhD, specialist training) until further notice: some of the classes are held online and some face-to-face. Whether a course is to be held online or face-to-face depends basically on the number of students who registered for it according to Neptun.

Students must be notified of the manner of instruction via Coospace no later than two days before the first class session (in the Course Forum as well as in the uploaded course description). The latter should specify on the basis of what the students' work will be evaluated (see the Requirements section below).

With the permission of the dean, courses may be held online by the instructor whose face-to-face participation involves any risk from an epidemiological point of view (e.g. age, chronic illness). The dean's permission must be requested in writing by the instructor no later than the first week of the semester.

#### *Lectures of over 100 students*

Lectures of over 100 students must be held online. Online classes can be held only synchronously: the instructor keeps the class online in real time, in the time slot of the class, because this allows for student feedback similar to face-to-face teaching. USz recommends the Coospace system for online classes, but other platforms can be used also.

- It is up to the instructor's individual decision whether they choose to publish the materials of the online lecture (e.g. a ppt presentation) or not. If they do, that should be done on Coospace.
- In order to record a class session, the written or electronic consent of the participants in the recording is required.

Adequate time should be allowed between online and physical classes so that students are able to participate in classes held in different ways (online, vs. face-to-face). The instructor must inform via (the Course Forum of) Coospace before the first class session that the students can use online public

information technology infrastructure to join online lectures (wifi, TIK) so that attendance classes can be taken from the university buildings.

### *Lectures of fewer than 100 students*

Lecture of fewer than 100 students can be held online or face-to-face.

If the instructor chooses to hold the lecture face-to-face, the following rules need to be adhered to:

- the number of students in this case should not be higher than 60% of the room capacity, if it exceeds it, the class can be held only online,
- students are required to sit at least 1.5 m apart,
- students are required to wear a mask,
- the instructor should keep a distance of 1.5 m from the students.

### *Practices, seminars*

As a general rule, a practice or seminar should be held face-to-face. In the case of these, the guidelines for lectures not exceeding 100 students apply. In addition:

- if students use shared equipment in class, either they should wear gloves (provided by the students) or if this is not possible, the Faculty of Arts and Social Sciences will provide for the entire duration of the internship hand disinfectant (the instructor must indicate the need for disinfectant to the deputy dean in the first week of the semester),
- in the case of practices involving active physical exertion, masks may be waived if a distance of at least 5 m can be maintained.

If an instructor notices the symptoms of the virus in a student, they may prohibit the student from attending classes, and must ask the student to see a doctor as well as report the case in writing to the Coronavirus Steering Committee (CÜOB). Such students as well as students with confirmed cases should be assured that they can complete the course in other forms (e.g. online, following exceptional study arrangements, via online consultation), but for this the student must submit an application to the dean application via Modulo.

### *Consultation, office hours*

Consultations (with individuals or groups) and office hours can take place in person (along the same lines as lectures not exceeding 100 students), but it is recommended to do these online instead.

### **Attendance sheets**

In the current pandemic situation, keeping attendance is compulsory not only in seminars and practices, but also in face-to-face lectures, in every class session. A student who does not want to sign the attendance form cannot attend the class session, and this is considered an absence (for absences, see Section 8.4 of the TVSZ [Regulations of Studies and Exams]). Attendance forms must be submitted to the Dean's Office at the end of the semester, during the last week of classes: they are to be carried in a sealed envelope (the title and code of the course and name of the instructor should be written on the envelope) and to be kept there until the end of the 2020/2021 academic year, at which point they will be destroyed.

### **Exceptional study and exam schedule**

Following Clause 9 of the Study and Examination Regulations of the University of Szeged, a student can request an exceptional study and / or examination schedule in the following basic cases via

Modulo: if they (1) study elsewhere on a temporary or permanent basis (e.g. on a foreign scholarship, part-time training, parallel training), (2) have a medical condition, or (3) a serious, significant change in their family or social situation. In all of these cases, students must support their application with authentic documents and upload copies of these via Modulo.

Of the above cases, (2) is related to the coronavirus pandemic: if the student or someone living in the same household with them is infected or quarantined, or if the student has a chronic illness, they may at any time during the semester request an exceptional study and / or examination schedule. If the student can support their request with an authentic document, they must be provided with a comprehensive letter of support (covering all courses) by the head of the institute / department. The student may not be required to attend face-to-face classes or consultations, they can and must be supported in their study activities, exclusively via online assistance. However – since the due to the epidemic situation, classes are held partly online education and not via distance learning – a student with an approved exceptional study schedule may not request that the instructor provide a separate online class for them.

### **International students**

The institute / department / doctoral school in question must notify its international students at least one week before the start of the semester that

- they may be exempted from the obligation to attend classes if they are quarantined after entering the country,
  - the exemption is for the duration of the quarantine,
  - the exemption is issued by the head of the institute / department / doctoral school, a copy is sent to the head of the Registrar's Office;
- if they are unable to enter the country due to the epidemiological situation, the Registrar's Office offers an exceptional study schedule to the student (with which they can get a waiver from, for example, the attendance of compulsory classes, or completion of examinations during the examination period, and they may be given the opportunity to complete mid-year obligations in exceptional ways).

It is recommended that the education of international students, regardless of the type of course, take place online (e.g., via online consultation or online attendance of a face-to-face class session).

### **Contact with students**

Contact with students outside of classes may take place in person in office hours, however, in such cases care must be taken to maintain a distance of 1.5 m. If this is not possible, wearing a mask is obligatory. Suggested means of communication are electronic mail, study systems (such as Neptune and Coospace).

Students should be provided with the opportunity to see the evaluation of their papers and exams. Whenever possible, these should not be paper-based. If necessary, such documents should be collected without contact and be touched only 24 hours later. The same is required handing them back to students.

### **Requirements**

Restrictions caused by the epidemiological situation may also affect the examination period. Course requirements can be satisfied face-to-face (oral or written) or online (oral or written). Online exams are recommended.

For face-to-face exams, rules regarding face-to-face teaching are applied. In the case of an oral examination it is important that students arrive at a pre-arranged, scheduled time to minimize the number of persons in the same airspace. Face-to-face oral exams can be held only in well-ventilated rooms with a maximum of two students being present at the same time.

Only healthy, asymptomatic students and instructors can participate in face-to-face oral exams. The rules of cough etiquette must be strictly adhered to during such exams, to which the attention of the candidates must be drawn before the examination. It is recommended that students answer the questionnaire issued by the Ministry before the exam and sign the statement. Storing statements is the task of the examiner. The CÜOB (Operative Committee on Covid Affairs) is to be notified if a student gives even one affirmative answer.

In the case of written face-to-face exams, the rules regarding office hours must be observed. It is recommended that students use their own supplies (e.g., pen and paper). Written exam papers can be safely graded after a waiting period of 24 hours in compliance with hygiene rules. The same applies to their release to students.

Online exams can be done in several platforms, with the use of Coospace being recommended. If a platform other than Coospace is used by the instructor, the functionality of the platform should be tested several times before the exam.

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Failure to comply with the above information may result in employment law consequences. We request full compliance and enforcement of the above rules.

Szeged, August 26, 2020

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