

**Information for Students
on the form of education for the autumn semester of the 2020-2021 academic year**

In view of the epidemiological regulations currently in force, students in all majors, training level and work schedules studying at the Faculty of Arts and Social Sciences, University of Szeged, need to observe the following rules in the first semester of the 2020–2021 academic year.

Primary rules

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

Ensuring a safe environment

- It is mandatory to keep a distance of 1.5 m and wear a mask in corridors, public spaces, restrooms.
- Hand disinfection before class is mandatory.

Classes

- The form of education (online or physical presence) depends on the number of students enrolled in the given course (according to Neptune).
- Detailed information on the form of the courses is available on the Coospace from the given instructor.
- It is mandatory to keep a distance of 1.5 m or wear a mask during classes.

Administration

- 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.
- There can be a maximum of two students in the institution / department office during administration.

Out-of-class contact with instructors

- Online contact is recommended.

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.

In the case of face-to-face classes, soap hand washing or alcoholic hand disinfection is obligatory before the class and after signing the attendance sheet – the hand disinfectant is provided by the Faculty of Arts and Humanities.

Forms of education

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.

Instructors will notify students 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).

Online classes

Online classes are held synchronously, that is, 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. Instructors on Coospace will notify students which platform they will use to hold the online lesson.

- It is up to the instructor's individual decision whether they choose to publish the materials of the online class (e.g. a ppt presentation) or not.
- The online lesson can only be recorded by the instructor, for which they must request the students' consent.

Students can also use the university's public IT infrastructure (wifi, TIK) to connect to online lectures.

Physical classes

The following is mandatory for physical classes:

- students are required to sit at least 1.5 m apart,
- students are required to wear a mask,
- 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 such students 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.

In the current situation, the lecturers also provide the opportunity for students to get acquainted with the evaluation of the paper-based documents and in-house papers to be submitted (paper-based documents can be issued to students 24 hours after the correction).

Consultation, office hours

Consultations (with individuals or groups) and office hours can take place in person (along the same lines as face-to-face classes), but it is recommended to do these online instead.

Attendance sheets

In the current pandemic situation, instructors keep attendance in seminars and practices, and also in face-to-face lectures in every class session (this is necessary due to a possible contact research).

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 are 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 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 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,
- 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).

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).

For face-to-face exams, rules regarding face-to-face teaching are applied.

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.

The instructor may, prior to the exam, ask students to answer questions compiled by the Department of Innovation and Technology. The statement must be signed by the student.

In the case of written face-to-face exams, the rules regarding face-to-face classes must be observed. It is recommended that students use their own supplies (e.g. pen and paper) in the exams. For written papers, rules regarding face-to-face classes are applied.

Online examinations can take place in several forums; this is determined by the instructor in the course description uploaded to Coospace.

We request full compliance of the above rules.

Szeged, August 31, 2020

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