



Dean's instruction

Procedure at the Faculty of Informatics in the 1st semester of the 2020/2021 academic year

(Measures of the Faculty of Informatics for education and other operations)

The instructions are valid until its withdrawal or occurrent revision, but no later than the end of the 1st (autumn) semester of the 2020/2021 academic year.

Attending lectures that require personal assistance, enrollment

Attending lectures

Full-time lectures with large number of students (at least 40 people) will be held online for the entire duration of the schedule (typically 2x50 minutes / lecture + break). During online lectures, lecturer has to provide the possibility of the consultation for students (e.g. to ask their questions). It is important that this is not about distance learning in the previous semester, namely during online lectures, education is expected from lecturer in the same way as in smaller contact lectures. The basic administrative forum for online education is the Moodle e-learning system of the University of Debrecen, that is, the implementation of the lectures will have to be documented there, and the supporting course materials will have to be uploaded here as well. The preferred method of online education: Microsoft Teams, Cisco Webex and Moodle BBB. Solving problems arising from the use of other systems is entirely the responsibility of the lecturer.

Full-time lectures with small number of students (less than 40 people), practices, computer labs should be conducted in the physical presence of students. In all lectures where a distance of 1.5 meters cannot be solved, the use of a mask covering both the nose and mouth (for both students and lecturers) is mandatory. During computer labs, the use of a mask that covers both the nose and mouth is mandatory to ensure adequate communication. Schedule has been planned (by creating online and presence educational days) so that to minimize the number of commuting (variation of physical and online lectures). With this provision we also reduce the rate of load of the Faculty of Informatics' building and the risk of students becoming infected (e.g. by minimizing the use of public transport). Thanks to the online lectures, the utilization of the auditoriums has been maximized, by organizing the board practices here. This provision can also guarantee the required distance, however, the use of the mask is also recommended in this case. Personal and online attendance of lectures and practices (absences) are ruled by The Rules and Regulations of Studies of the Faculty of Informatics.



Correspondent lectures will be held online. Lectures must be administrated in Moodle. Seminars and labs will be held with personal attendance.

In the case of lectures with physical presence it is recommended to keep up to date the Moodle's interface also.

Enrollment

Enrollment happens in person, following the epidemiological measures: keeping distance, mandatory hand disinfection and the use of masks, as well as the use of gloves by the Educational Office staff. All documents required for enrollment (enrollment form, original documents, their copies) are brought by the student. After the exhibition of original documents, the copies has to be handed over to the Educational Office staff. The student uses their own pen to sign the enrollment form. A form is available in the Neptun system in which the student declares whether he or she has been abroad in the last two weeks. The form must be updated by the student during the semester if he / she is going abroad.

Implementation of professional practices, practical trainings

Practices requiring additional devices are subject to the same requirements as computer labs, for example, for disinfecting devices. The same requirements apply to professional practices at external locations, where compliance with health measures is the responsibility of the partner institution providing the professional practice.

Order of exams

The location and time and maximum number of physical oral exams (typically exams) are displayed in the Neptun System in the traditional way. Students must be scheduled by the lecturer within the specified time interval. During the exam, a maximum of two students and the lecturer can be present in the room at the same time. In the case of written exams by physical presence of students, papers will be collected and stored in a suitable storage for 24 hours, before its evaluation. The student uses their own pen during the exam. In the case of an online (typically Moodle-based) exam, students will be seated according to the practice of written exams. In the case of an exam in a computer lab, the rules for computer lecture apply, including disinfection tasks before and after exam.

Only healthy, asymptomatic students or lecturers may participate in the exams. Pre-triage is carried out at the reception desk by body temperature measurement and by checking the questionnaire included in the sector recommendation (appendix to the dean's instruction), its administration is the task of the lecturer. During the exams, if a protective distance of 1.5 meters cannot be maintained, the use of a mask is mandatory. If a personal distance of 1.5 meters can be maintained, it is recommended to wear a mask.



The rules of cough etiquette must be strictly observed during the exam, to which the attention of the students is drawn at the beginning of the exam. Before and after the exams in the computer lab and online, the devices must be disinfected, according to the rules of the computer lectures. Ventilation should be provided at all times during oral exam. The student's possibility of inspection to the evaluation of paper-based papers must be provided online or in accordance with the rules of the personal contact for the oral exam.

Room disinfection

By using the rooms, the lecturer is responsible for disinfecting in the room at the beginning and end of the lecture, including the teacher's computer and common used areas (doorhandle, window opener handle, switches, remote switches). The recommended procedure for this is to use the cleaning supplies and paper towels (also available at reception) in room. The same disinfection method should also be performed by students on the devices they use (typically computer peripheral devices and desktop), whereto lecturer should remind them to do.

Use of public areas, office administration

In public areas (except for those who are working in lockable corridors), the use of a mask covering both the nose and mouth is mandatory. An exception to this is the buffet, for the duration of consumption. In case of need mask is available for purchase at the IK buffet. In public areas, a safe (1.5 m) distance should be kept. Hand disinfection is mandatory upon entering the buildings.

During office administration use of a mask is mandatory. If more visitors are expected during the administration, it is definitely recommended to schedule an appointment.

Epidemiological procedures, procedure in case of suspicion of illness

Faculty of Informatics' building and its premises may only be visited by healthy person who does not show symptoms of coronavirus disease. (Typical symptoms of the disease: cough, difficulty breathing or shortness of breath, fever, cold shivers, muscle aches, sore throat, newly developed taste or smell disorder.) It is the responsibility of students and staff not to enter the Faculty of Informatics if they show symptoms of the disease.

At the Faculty of Informatic an epidemiological responsible is appointed, who provides operational assistance in dealing with emerging epidemic problems. If a student is suspected of having an illness, the lecturer should check it using the questionnaire attached to the dean's instruction (see appendix), supplemented by a body temperature measurement at the reception. If any point in the questionnaire is positive or the student's body temperature exceeds 37.5 degrees Celsius, the student should be asked to leave the building. The assistance of the epidemiological responsible may be requested to carry out the procedure.



Events, meetings

Events with physical presence organized by the Faculty of Informatics or its units will be suspended. The events can be held online. Meetings (departmental, committee meetings, etc.) should also be held online.

Consulting hours

Consulting hours will be held online.

Foreign lecturers and students

In all cases (Cross-border, 3rd country, etc.) the central provisions currently in force for lecturers and students shall apply.

Release

Colleagues over 65 years of age and emeritus, especially in chronic disease can request their release due to illness and hold their lectures online. Under the age of 65, the same release can be claimed for a high-risk illness (such as a high-risk pregnancy). In case of quarantine, the lecturer may hold lectures online during quarantine. Holding an originally physically attended lecture online may only be permitted if it is held in the morning or late afternoon hours when the student is able to attend the lecture from outside the university's own accommodation; the date must be agreed with all students concerned. If the given lecture is not in these time bars or can no longer be reorganized, the applicant lecturer must arrange for it to be replaced by the usual procedure.

Further information / comments on the epidemiological situation can be requested / made at corona@inf.unideb.hu.

Debrecen, 03/09/2020

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dean



Annex (questionnaire to assess the student's health status)

If the higher education institution wishes to apply a risk screening questionnaire for students to enter the higher education institution, it is suggested that the following questions be asked to students:

1. Have you experienced in the last three days?

- fever or subfebrility (37.5 C);
- headache, malaise, weakness, muscle aches;
- dry cough, shortness of breath,
- shortness of breath or difficulty breathing, rapid breathing;
- sore throat, loss of smell / taste,
- nausea, vomiting, diarrhea?

2. Have you come into contact with people with documented Coronavirus transmission?

3. Have you had contact in the last 14 days with a person who has been quarantined in official quarantine on suspicion of a coronavirus infection?

4. Have you been abroad in the last 14 days or did you receive guests from abroad?

5. Have you been in contact with a person who has had a fever, cough, shortness of breath in the last 14 days?

If necessary, a coronavirus test (PCR test) is recommended.