# Dean's circular letter

**Order of education at the Faculty of Informatics during the state of emergency due to the coronavirus**

Dear Colleagues,

I ask all colleagues involved in the education of the Faculty of Informatics to follow the general and specific instructions on the university website (https://corona.unideb.hu/en) and to pay special attention to the basic hygiene rules.

According to the regulations of the University of Debrecen, it is necessary to organize distance learning at the Faculty of Informatics from 23rd March 2020 until its withdrawal. The faculty management, with the assistance of expert colleagues, reviewed the tasks and implements the following measures for both local (in Debrecen) and external, full-time and correspondence courses in English and Hungarian.

To manage distance learning, lecturers must use the university's e-learning system (Moodle), which ensures that the necessary information is passed to all students enrolled in the course. All lecturers have access to the system. Access can be activated by the first log in, so everyone is urged to do so as soon as possible (https://elearning.unideb.hu/login/index.php?lang=en)

**General distance learning procedure for lecturers**

The content of the curriculum to be taught does not change, but its delivery has to be developed considering the technical possibilities. The curriculum of distance learning, considering its legality, has to be compiled on the basis of accepted syllabus at the beginning of this semester.

The University of Debrecen's Moodle System for distance learning serves the official course administration (https://elearning.unideb.hu/?lang=en). In connection with the course materials, addition to any instructor's information, teaching materials (notes, slides, videos, etc.) or their access path, as well as the information connected with technical implementation of distance lessons and assessment of results (tests, assignments, etc) must be published here.

The implementation mode can be varied, the suggested modes / tools (slide show, narrated slide show, note, recorded video, stream / Moodle, Webex, Microsoft Office tools, OBS, Twitch, etc.) are provided by the constantly updated website of Faculty of Informatics (https://inf.unideb.hu/en/coronavirus-deik).
Irrespectively of the implementation mode, it is expected that electronic curriculum will be assigned to each schedule by the end of the term. In addition to the pre-prepared curriculum, live streaming is also permitted at the given time, taking into account the risks, but it must be recorded.

Please, take into consideration that course materials must be continuously registered in the e-learning system during the term, so that the students have the planned course material at least

2 weeks in advance. By the time the spring break commences (23 March 2020) sufficient curriculum (for 2 weeks) has to be made available to students in the distance learning system.

### Lectures (all forms of training: local (Debrecen) / external, full time / correspondent, English / Hungarian)

The content of the presentations must be the same as the professional material previously published in syllabus.

For lectures to be delivered at distance learning, the instructor should provide 1 online consultation time per minimum 3 lectures throughout the lecture (typically 100 minutes). Online availability times must also be published in Moodle. Replacement of lectures happens as usual: replacement can be requested, in default of replacement, new appointment has to be made with the students and the differences has to be recorded in the Moodle system.

The lecturer should supplement the material of the lectures with a performance evaluation that is suitable for the students to continuously measure their progress. Typical solution is to perform multiple choice tests that measure the knowledge of students about the current lecture material. The preferred method of benchmarking is the appropriate Moodle tool.

During the 1st week of distance learning, each lecturer should ensure their online presence at the time of the lesson for the duration of the briefing.

### Practices / labs (all forms of training: local (Debrecen) / External, full time / correspondent, English / Hungarian)

The same requirements are valid to the holding of practices (seminars) and labs.

The content of the practices / labs should be the same as the previously published professional material in syllabus.

All practices, labs should be held at their scheduled time. Namely, the instructor must provide an online consultation time at least 50% of the duration of the practice / lab at the time of the lesson, the exact times must be indicated in the Moodle system. Replacement of practices and labs happens as usual: replacement can be requested, in default of replacement, new appointment has to be made with the students and the differences has to be recorded in the Moodle system.

The instructor should prepare an electronic curriculum as an extra solution in addition to any other forms and should check student's performance at intervals of up to 3 weeks to measure progress. Typical forms include homework assignments or practical tests. The method of implementation must be indicated in Moodle.

### Curriculum of other programs (all forms of training)

The way of the held lessons is determined by the department of other program, the defined terms and conditions are constantly updated on the website (https://inf.unideb.hu/en/coronavirus-deik).

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## Exams

Syllabus requirements concerning exams have been suspended. You will be informed about the way of exams later.

## Contact with students

According to the regulations of the University of Debrecen, students (in Hungarian, English, full-time and correspondence courses) are currently not allowed to enter education institutions. Please strictly comply with this provision. PhD fellows carry out their teaching and research duties in the same way as employees, and they can continue to carry out their research at their workplace.

The university regulation states that it is necessary to keep in touch with the students on the web concerning their thesis, Students' Scientific Association (TDK) thesis and other consulting tasks.

## Academic calendar at the Faculty of Informatics in the 2nd semester of the 2019/2020 academic year

No university decision has been taken yet on changes in semester scheduling, term and examination periods, or final examinations, so the original schedule is still in effect, with the change for the spring break. We are not planning to extend or postpone the term and exam period, but it may occurs if necessary. You will be informed about this later.

## Informing students

Students will be informed about the procedure of distance learning, the use of the e-learning system and the opportunities for consultation following the coming into force of these provisions. All further information about distance learning will be provided continually by the Educational Office and they will answer further questions of the students. Therefore in case of student questions, please call the students' attention to check regularly their incoming Neptun messages from Education Office and direct them to the Education Office in case of necessity (administrative, technical and procedural questions).

The current state of emergency requires increased attention and cooperation from all of us, and please remember that the world of information technology is followed with special attention.

Thank you for your help and I wish everyone persistence, good work and health.

Debrecen, 17/03/2020

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