Dean's circular letter

Rules of procedure to students at the Faculty of Informatics during the state of emergency due to the coronavirus

Dear Students,

I ask all students 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. In particular, I draw your attention to your responsibility towards older generations.

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

According to the regulations of the University of Debrecen, students (in Hungarian, English, full-time and correspondence courses) **are not allowed to enter education institutions** (Faculty of Informatics / TEOKJ / Incubator House) during the period of spring break and distance learning. 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.

General distance learning procedure for students

During distance education, the Faculty of Informatics will use the Moodle e-learning system of the University of Debrecen (https://elearning.unideb.hu/?lang=en) for official course administration. This ensures that the necessary information is available to all students enrolled in the subject. All university students have access to the system.

The content of the curriculum to be taught does not change, the provisions of the accepted syllabus at the beginning of this semester shall continue to apply. However, the way of learning is adapted to technical possibilities.

Lecturers publish course materials or their access path in the distance learning system, as well as the information connected with technical implementation of distance lessons and assessment of results (tests, assignments, etc). The implementation mode can be varied: slide show, narrated slide show, note, recorded video, stream / Moodle, Webex, Microsoft Office tools, OBS, Twitch, etc., which are provided by the constantly updated website of Faculty of Informatics (https://inf.unideb.hu/en/coronavirus-deik).

Lecturers will register course materials continuously in the e-learning system during the term, so that the students have the planned course material at least 2 weeks in advance. From 23 March 2020, after the spring break, at the beginning of distance learning sufficient curriculum (for 2 weeks) will be 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 are the same as the professional material previously published in syllabus.

During distance learning, the lecturer, following schedule provide 1 online consultation time per minimum 3 lectures throughout the lecture (typically 100 minutes). Online availability times will be registered in Moodle. Replacement of lectures happens as usual: by replacing of the lecturer. In default of replacement, new appointment will be made with the students and the differences will be recorded in the Moodle system.

The lecturers supplement the material of the lectures with a performance evaluation that is suitable for the students to continuously measure their progress. Typical solution is multiple choice tests that measure the knowledge of students about the current lecture material. The preferred method of benchmarking is the appropriate Moodle tool. I ask students to take advantage of these distance learning tools that enable active learning during the term.

During the 1st week of distance learning, each lecturer will 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 are the same as the previously published professional material in syllabus.

All practices, labs will be held at their scheduled time. Lecturer will provide an online consultation time at least 50% of the duration of the practice / lab at the time of the lesson. The exact times will be indicated by the lecturer in the Moodle system. Replacement of lectures happens as usual: by replacing of the lecturer. In default of replacement, new appointment will be made with the students and the differences will be recorded in the Moodle system.

The lecturer prepares and provides an electronic curriculum as an extra solution in addition to any other forms through the distance learning system. The student is required to report on the progress of the practice / lab curriculum at regular intervals set by the lecturer. 3 weeks may pass between these 2 reports at most. Typical form may be solving homework assignments or preparing practical tests. The method of implementation wil 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).

Exams

Syllabus requirements concerning exams have been suspended. You will be informed about the way of exams (signature / mark / terminal examinations / state exam) later.

Thesis

For graduate students the submission deadline of the thesis is prolonged, the new deadline is **8 May 2020**. You will be informed about any further questions later.

Submission deadline of the application form for thesis is prolonged:
24 April 2020 instead of 3 April 2020 (old program before 2017)
21 May 2020 instead of 30 April 2020 (new program after 2017)
You will be informed about the way of submission later.

Consultation hours

Lecturers are required to provide consultation hours during the distance learning, at the time specified at the beginning of the semester, through an online communication channel. The preferred channel by the instructor is available on the faculty website. Please note that no face-to-face consultation can be requested from any lecturer during an emergency.

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

All further information about distance learning will be provided continually by the Educational Office. In addition, follow the faculty website https://inf.unideb.hu/en/coronavirus-deik. If you have any administrative, technical or procedural questions, please do not hesitate to contact the Educational Office (to @inf.unideb.hu). However, with professional, course-related content questions, please contact lecturers via email or in their consultating hours using online communication channel they provide. Beside using the distance learning system, the primary communication channel will remain Neptun, so please pay close attention to check regularly your incoming Neptun messages from Educational Office.

The current state of emergency requires increased attention and cooperation from all of us, especially in the communication between students and lecturers. Faculty of Informatics does not want to limit the technical details of distance learning more than it is strictly necessary.

Therefore, students wil use different platforms during distance learning.

I ask that you to deal with this in a flexible way, knowing that by using these platforms you will acquire competencies that will surely be of useful to you in the future with the spread of telework.

I wish everyone persistence, good work and health.

Debrecen, 19/03/2020

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