



## **Instruction of the Dean**

**In connection with the provisional Academic and Examination Rules and Regulations set out in the instruction of the Rector on the SPECIFIC RULES OF THE ACADEMIC AND EXAMINATION RULES AND REGULATIONS OF THE UNIVERSITY OF DEBRECEN IN THE EVENT OF AN EMERGENCY, in order to guarantee predictable and safe operation, supplement to Appendix 4 of the AER containing faculty specificities concerning the Faculty of Informatics**

**The amendments to the faculty appendix detailed below were discussed with the Student Council of the Faculty of Informatics.**

### **FACULTY APPENDIX TO THE PROVISIONAL AER**

#### **FACULTY OF INFORMATICS**

##### **1. §**

/To points 12. and 13. of the provisional AER and to Article 7 (3) point 2. of the Faculty Appendix of the AER/

- (1) The written test must be recorded in the university eLearning system.
- (2) The university eLearning system is used for the subsequent verification of the grades of the written tests and any necessary corrections following a student complaint.
- (3) Instructors shall keep other electronic materials created during the writing, correction and evaluation of written papers, which are not recorded in the university eLearning system, in accordance with Government Decree 40/2020. (III. 11.) declaring the state of emergency, during oral examination within the framework of digital distance education, in strict compliance with the Privacy Policy on the data management conducted by the Faculty of Informatics University of Debrecen (hereinafter: Privacy Policy).

##### **2. §**

/To points 16. and 23. of the provisional AER/

- (1) The student procedures and system of requirements to be followed during the emergency is available on <https://inf.unideb.hu/hu/koronavirus-deik> faculty website.
- (2) During the extraordinary education period (13 July 2020 – 31 August 2020), student activities for the spring semester of 2019/2020. academic year may only be organized with the permission of the Dean.
- (3) Students' academic affairs are managed electronically at [to@inf.unideb.hu](mailto:to@inf.unideb.hu) e-mail address or through electronic academic system in the form of requests. Availability via phone is possible between 9:00 and 12:00, Monday to Friday.
- (4) The provision on the academic schedule concerning the final examination shall remain in force. The final examination can be divided into two parts in time, which are: dissertation / degree thesis defense and oral examination. The student prepares a presentation for the dissertation / degree thesis defense, the length of which, including the title slide is a maximum of 10 slides, and is submitted to the Final Examination Committee in





advance. The final examination, fully or partly, can be conducted online. The detailed procedure of the final examination is regulated by the instruction of the Dean, which must be agreed with the student council representation and the deadline for the publication of which is the last day of the study period.

### 3. §

/To point 17. of the provisional AER and to Article 2. of the Faculty Appendix of the AER/

- (1) The requirements for participation in the scheduled sessions are included in the subject syllabi. In addition, the instructors publish these requirements in the university eLearning system. Participation in practice/laboratory is mandatory, the number of absences allowed is three during the whole semester, including the traditional and distance education period. The student is not absent from the practice/laboratory, if he/she is present on the electronic interface announced by the instructor at the time of the course or makes up for his/her absence within 1 week in the manner defined by the instructor.
- (2) Due to the technical difficulties of the first week of distance education (23-27 March), students will be exempted from the participation requirements for that particular week.

### 4. §

/To point 18. of the provisional AER and to Article 9. of the Faculty Appendix of the AER/

The provision for the student lecture book or transcript of records shall not apply during the duration of the emergency. The supervisor/laboratory supervisor/instructor is responsible for electronic index entries (signatures, grades) related to the assessment of the students in the electronic academic system

### 5. §

/To point 19. of the provisional AER and to Article 8. of the Faculty Appendix of the AER/

- (1) In the case of all subjects ending with a practical grade, the instructor of the subject is obliged to inform the students who are failing on the basis of their results after the semester examinations, but not later than in the last week of the study period. The instructor is required to provide these students with an opportunity to improve their grades during the first three weeks of the examination period.
- (2) Article 8. (3) shall be applied in such a way that corrections before a committee can only be conducted online.

### 6. §

/To point 22. of the provisional AER/

- (1) During distance education, less time cannot be devoted to student training than during traditional education, that is, it is necessary to prove that the activity performed is in no case less than the duration of the scheduled contact hours. This is documented by the instructor in the university eLearning system.
- (2) The lectures will be held in distance education in a way that the lecturer provides one consultation time at least every 3 lectures at a scheduled time during the whole duration of the lecture. Alternatively, at least 100 minutes of online presence on average over a 3-





week period is permitted. The dates of the online availability are published by the instructor in the university eLearning system.

- (3) Instructors shall supplement the material of the lectures with a performance evaluation that is suitable for students to continuously measure their progress in distance education.
- (4) The practices/laboratories are held in distance education with the instructor providing an online presence on a timetable basis (a minimum of 50% of the time) and regularly checking (at least every 3 weeks or more frequently) the students' knowledge.

### 7. §

/To point 23. of the provisional AER/

During the completion of the practice/laboratory, the instructor requires defense to verify that the student has independently met the requirements. The defense takes the form of online contact (in a proctoring-type system). The defense must be conducted in front of a third person (witness) or an audio-video recording of the defense must be made in strict compliance with the Privacy Policy published on the faculty website. The instructor is responsible for preserving the recordings of the defense. Students who did not successfully defend their performance fail the practice/laboratory. For them, a correction opportunity must be provided according to Article 2. (2) of the Faculty Appendix of the AER and Article 5. of the provisional faculty AER.

### 8. §

During the emergency, examination can only be organized online in a way that it does not require personal presence. The examination can be conducted through the university eLearning system in writing, which must be validated by online contact or through online contact orally. In the case of an oral examination, it is not required to provide preparation time for the student. The online contact must be made in front of a third person (witness) or an audio-video recording of the online contact must be made in strict compliance with the Privacy Policy published on the faculty website. At the beginning of the oral examination, before the start of the recording, the instructor informs the student if the examination is recorded according to the Privacy Policy. The instructor is responsible for preserving the recording of the examination.

### 9. §

/To point 27. of the provisional AER/

The provisions of the study guide for distance education can be found on the faculty's coronavirus website, <https://inf.unideb.hu/hu/koronavirus-deik>, including changes in the schedule of the academic year.

### 10. §

/To point 28. of the provisional AER and to Article 18. of the Faculty Appendix of the AER/

Student administration related to internship takes place in electronic form. Applying for internship is done by filling the declaration of acceptance, which is approved by the Internship Subcommittee. The application and the acceptance of the internship are recorded in the electronic academic system. Changes in the internship can be done only with the approval of the Internship Subcommittee.





The student is obliged to submit the declaration of acceptance to the internship coordinator and the Registrar's Office at least one month before the commencement of the internship in electronic form.

The completed internship agreement of the student is sent to the place of internship by post by the internship coordinator.

The completion of the internship is done by filling the certificate of completion form and writing an at least one-page internship report approved by the place of internship, the acceptance of which is approved by the Internship Subcommittee. The acceptance is recorded in the electronic academic system. The graduate student must send the certificate of completion and the internship report to the internship coordinator and the Faculty Education Office in electronic form no later than two weeks before the planned final examination.

### 11. §

/To point 31. of the provisional AER/

The student is obliged to be present on the electronic interface defined by the instructor at the time of the online defenses and examinations. Unsuccessful contact may result in failure to pass the online defense or examination.

### 12. §

/To point 33. of the provisional AER and to Article 12. of the Faculty Appendix of the AER/

- (1) During the selection of the dissertation/degree thesis topic, the student agrees with the supervisor in electronic form on the chosen topic, students admitted after September 2017 also prepare the work plan. If the application is accepted, the instructor will confirm it to the student by e-mail and send a copy to the Faculty Education Office. The application form is replaced by the request form of the electronic academic system, to which students admitted after September 2017 must also attach a work plan.
- (2) Students can choose a topic after 29 May 2020, application will be accepted by the Faculty Education Committee – asking the opinion of the professional committee appointed by the Faculty Council – by 30 June 2020.
- (3) The final year student uploads the dissertation/degree thesis approved by the supervisor in electronic form (by email) to the DEA system. By completing the request form in the electronic academic system, the student indicates that he/she has uploaded the thesis to the DEA and attaches the plagiarism declaration. The certificate of library exclusion and the 'no debt towards the library' certificate will be submitted to the Faculty Education Office no later than the final examination.

Date: Debrecen, 15 April 2020.

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