

Dean's Circular, 10/04/2020,

student information, completion of seminar/laboratory/exam, online contact

Dear Students,

In addition to what was stated in the letter "Dean's Circular, 06.04.2020, completion of seminars/labs/exams", the technical details of the online contact are as follows, taking into account the recommendations of the proctoring systems.

Tasks/requirements for lecturers:

1. Determining dates and methods of online contact (dates based on schedule, office/consulting hours, exams etc.) and agreeing with students.
2. Devices for video connection (voice, image).
3. Verification of student's identity, recording the online meeting in one of the following ways (the first procedure is preferred for the handling of any subsequent disputes):
 - a. Audio-video recording of the meeting (with following related GDPR provisions, see also ANNEX). The student must be informed of the recording and if personal identification involves the presentation of a document, this must be done before the recording begins.

OR

- b. Making the contact in the presence of a 3rd person, with an accurate record of it.
4. Any contact procedure must be recorded in Moodle: Lecturer's name, Student's name/Neptun ID, Date/time, Mode (recording/presence of 3rd person) in compliance with the GDPR regulations related to the storage of recordings, i.e. indicating how the records can be accessed.

Tasks/requirements for students:

1. Devices for video connection (voice, image).
2. Online availability at the time agreed with the lecturer, otherwise the subject of contact (defending/exam, etc.) fails, replacement can only be requested in justified cases.
3. Verifiability of the student's environment throughout the online contact period (rotating the camera around, presentation of the environment using a mirror, etc.). Fulfilling the lecturer's requests regarding any further adjustments related to the environment.
4. Provision of personal identification (presentation of a document upon request, etc.).
5. An audio-video recording of the online contact can be made, see (above).
6. The student must contact the Education Office by filling in the IK General Application 2019/20/2 in Neptun - preferably with a verification attached - if for some reason (e.g. social situation) he/she

cannot provide the prescribed technical conditions. In the application, the student accurately describes his/her problem e.g. in one of the following ways:

- a. the student declares that he/she does not have a device that would be suitable for online video connection (smartphone, tablet, laptop, microphone, speaker, webcam),
- b. the student declares that he/she does not have network connection of adequate quality at his/her place of residence or in a nearby location within reasonable logistics,
- c. the student declares that he/she is unable to meet the technical lecturer requirements specified above.

The student may make his/her own recording/description of the problem if no official documentation is available (power failure/service provider maintenance notice, medical certificate, etc.). The student's application and verification must be constructive and reasonable, in line with generally expected guidelines; and the application should be submitted in a timely manner immediately after the problem occurs.

ANNEX (recording online contact, guidelines of the University of Debrecen)

The full detailed data protection information of the IK (Data Management Information on the data processing performed by the Faculty of Informatics of the University of Debrecen during the oral examination within the framework of digital distance education during the emergency announced by Government Decree 40/2020 (III.11.) is available here:

https://inf.unideb.hu/sites/default/files/upload_documents/melleklet_kcak1.5_2020.ik_.pdf

For GDPR, see also:

<https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:32016R0679>