



UNIVERSITAS SCIENTIARUM SZEGEDIENSIS
SZEGEDI TUDOMÁNYEGYETEM

VICE-RECTOR OF EDUCATION

23rd March 2020

Dear Staff,

In our letter dated 13 March 2020, we informed you that **from 23 March 2020 until further notice** the University of Szeged **is switching to distance education**. The full text of the letter can be found on Coospace on the [newsboard](#) for methodological support at the Lecturers' Information Scene/Extraordinary Online Education (information from the Distance Education Operative Committee).

Due to the unpredictable nature of the pandemic, it is impossible to know with certainty when the current state of emergency will end. We must therefore be prepared to complete this semester according to the current working arrangements.

The Distance Education Operative Committee operates a number of continuously updated newsboards within the Lecturers' Information Scene to facilitate online education. We ask that you stay up to date by reading them.

1. **Good practices in extraordinary online education [newsboard](#).** The good practices newsboard summarises the methods recommended by the Education Directorate for organising extraordinary online education, where methods are grouped by topic: planning teaching, organising practical courses, organising seminars and organising lectures.
2. **Extraordinary online education – methodological support**
Large, descriptive materials on online education methodology will be made available on this [newsboard](#).
3. **Extraordinary online education frequently asked questions (FAQ) newsboard.**
This [newsboard](#) has been created to make general information on online education available. It is regularly updated to facilitate a rapid flow of information.

In addition to the newsboards, please note the **Questions and answers [forum](#)**, where you can post your questions.

Cospace is the primary forum for communication with students during the online education period. In practice, this means that students **must find all the information required to complete the course on the Coospace scene for each course.**

We wish to remind you that students should be informed immediately of any changes in the course description or completion requirements on the Coospace scene for the course under Scene information. We also ask that you announce these changes on Neptun.



CooSpace features a number of functions that can be used in online education, such as posting online office hours (video consultation), sharing assignments (tasks), and sharing practice and exam tests. You can find detailed videos on the Extraordinary online education – methodological support [newsboard](#).

Due to the limitations of CooSpace storage capacity, please share with students any **materials that take up a great deal of space in other ways**. However, **you must provide how and where to access them on the CooSpace course scene** as well.

Please note that **the SZTE Repository of Educational Resources enables you to make a large amount of material publicly available**. The SZTE Repository of Educational Resources (<http://eta.bibl.u-szeged.hu>) **collects all teaching-related content** created at SZTE and all teaching aids. The repository offers an excellent supplement to the options offered by CooSpace since it **includes relatively large and specialized teaching material packages as well**. Naturally, materials stored in the repository **can be easily linked to the appropriate scenes on CooSpace**.

As regards the foregoing, **detailed information** from the SZTE Klebelsberg Library can be accessed from the methodological support [newsboard](#) on the Lecturers' Information Scene.

A handout that explains **how to upload teaching material** can be accessed via [this](#) link.

Library staff are looking forward to your questions on the repository at contenta@ek.szte.hu.

Information from the SZTE Klebelsberg Library on recommended electronic academic resources can also be found on this [newsboard](#). It lists **free or university-subscribed online sources** which are thought to be most useful for creating teaching material while providing the necessary online disciplinary literature and reading material for students as well.

A guide to accessing non-open access contents at home (proxy and EduID) can be found on the SZTE Klebelsberg Library website at <http://www.ek.szte.hu/online-forrasok-otthonrol>.

Library staff can be asked for help via chat from Monday to Friday between 10 a.m. and 2 p.m. as well as by email at info@ek.szte.hu.

Thank you very much for your work, which will enable students to complete their semester successfully.

Sincerely

Prof. Dr. Klára Gellén
Vice-Rector for Education
Chair, Distance Education Operative Committee