



UNIVERSITAS SCIENTIARUM SZEGEDIENSIS
SZEGEDI TUDOMÁNYEGYETEM

Registration Number: IKT/5-768/200/2020.

Subject: Rector – Chancellor Circular 12/2020. (XI. 17.) on the guidelines for the order of education at the University of Szeged

Date: November 17 2020, Szeged

To All University Citizen,

In connection with the prevention of the spread of the new coronavirus (COVID-19) infection, in order to maintain the continuity of education, we hereby announce the following until further official regulations or instructions from the University management:

1. Protective measures to be applied in the event of an emergency of the second phase emphasized in the governmental decree 484/2020. (XI. 10.), from the date of issue of this circular at the University of Szeged, the circular No. 1 The directives set out in Annex I shall apply.
2. Rector – Chancellor Circular 10/2020. (XI. 9.) on the transition to online education is repealed.

Sincerely,

Judit Fendler Dr.
Chancellor

László Rovó Prof. Dr.
Rector





1. Annex to Rector-Chancellor Circular 12/2020. (XI. 17.)

Guidelines for Distance Education (online) at the University of Szeged during the State of Health Emergency in the First Semester of the Academic Year 2020/21

I. Part: General

Pursuant to Section 14 (1) of the Government decree No. 484/2020. (XI. 10.) on The second phase of the protective measures to be applied in the event of an emergency: “Education at higher institutions can be proceeded within the frames of online education”. On the 12th of November, 2020 the State Secretariat for Higher Education, Innovation and Vocational Training (Ministry of Innovation and Technology) issued a sectorial recommendation for the digital organization of higher education in emergencies. Based on these regulations, the following guidelines apply at the University of Szeged during the first semester of the 2020/2021 academic year during the health emergency.

(1) During the state of Health Emergency announced by the Government, the educational order for the rest of the semester (absence, online education) also taking in consideration the specified exceptions continues with accordance to annex III.

(2) The Academic Calendar shall continue to apply.

(3) The principles of the form of education will be revised by the leadership of the University 30 days later depending on the current situation.

(4) Changing requirements, methods of testing of subjects and courses - as a consequence of the transition in the form of education – must be displayed on relevant pages of Coospace by the first day of the new educational format, and students must be informed about the changes via Neptun or individual messages.

(5) Absence as a consequence of clash of schedules due to the transition to the online education form must be considered justified at the student's request. In such a case, it must be possible for the student to acquire the curriculum in another form (if necessary).

(6) Students may visit the buildings and facilities of the University in accordance with the relevant and separate regulations.

II. Part: Classes in the digital (absent, online) educational order

(1) Except for the ones mentioned in Part III. lessons are held exclusively in online distance form during the State of Health Emergency: lectures or practices, seminars that can be organized in the distance (online) format can be held in this way regardless of the work schedule and level of training.





UNIVERSITAS SCIENTIARUM SZEGEDIENSIS
SZEGEDI TUDOMÁNYEGYETEM

(2) Lessons in distance (online) education should be organized in the so-called synchronized teaching form: held at the time of the originally announced class in a way that usual real time student-teacher interactions (e.g. student questions) can continue to be provided.

(3) Synchronized teaching may be deviated from at the discretion of the Dean of the Faculty concerned (in the case of a non-faculty university course, the Directorate for Academic Affairs), if is justified by changes in the timetable or by the medical condition of the instructor or students.

(4) Materials of the synchronized classes should be accessible for those students who are unable to attend it (due to illness, voluntary work, conflicting in the schedule of classes) in order to be able to acquaint it later. In the case of a practical lesson, if the curriculum cannot be mastered by individual learning, such students should be provided with the opportunity for consultation or supplementation (as the latter may be in the following semester), as appropriate.

(5) Instructors of distance (online) education must announce consultation appointments for students once a week. Appointments can be announced and organized in the form of seminar or practice related to that lecture.

(6) Mid-term progress tests and evaluations are organised, in accordance with the general rule, as the educational schedule of the given course (distance or facet or face) prescribes it. In the event of changed testing or progress checks of courses, requirements must be updated in accordance with the section titled I. Part General of this document.

(7) The platform of the distance (online) education is primarily Coospace and its adjunct applications such as

- online attendance with BigBlueButton application (e.g. holding a video presentation to a limited number of students with a shared screen, whiteboard and a re-playable recording; practical and seminar events shared in common and group rooms; oral examination before a committee; joint consultations)
- online presence with SlideCast (giving a larger presentation on an audio channel, with a pre-made series of images, without a video connection, but with the possibility of student feedback, with playable recording)
- exam tests (e.g. online written exam based on a series of questions
 - a. tasks (e.g.: assignments to be handed in)
 - b. video appointment (e.g.: an instructor examines a student; personal consultation)
 - c. folder, curriculum (asynchronous knowledge transfer: e.g. bridge bus, SCORM curriculum)

(8) If required by the effectiveness of the education, information technology tools outside Coospace can be used (e.g. Youtube streaming, MS Teams, Zoom, file sharing in the cloud). In this case, compliance with the associated data protection, attendance and other documentation requirements is the responsibility of the instructor.





UNIVERSITAS SCIENTIARUM SZEGEDIENSIS
SZEGEDI TUDOMÁNYEGYETEM

- (9) An online lesson can only be recorded if the recorder has obtained the consent of any person present who could be identified by name, image, voice or otherwise on the recording. In the case of a recording outside Coospace, the conditions under which the recording will be retained, stored and possibly published must be communicated before consent is signed.
- (10) If justified by the changed educational circumstances, the Dean of the Faculty may decide to reorganize the order of classes in the distance (online) education form, e.g. introduces modules, uses group breakdown. Students must be informed of the modified conditions and requirements described in the section titled Part General I.
- (11) With the consent of the Faculty Student Council, the reorganized classes may be held on a day of a rest.
- (12) Students should be informed about the reorganized timetable and requirements as described in Part I, and the absence due to the re-arranged student timetable due to the reorganization shall be accepted as justified.

II. Classes that cannot be organized in the form of distance (online) education

- (1) During the Health Emergency classes requiring physical presence cannot be organized, where knowledge transfer is not possible or strongly limited in quality and efficiency in the form of distance learning. Such as: manual therapy or practices connected to the usage of tools, or other human interactions.
- (2) Exemption for organizing classes requiring physical presence can be guaranteed by the Minister of Higher Education. The exemption can be initiated by the rector of the university, based on the recommendation of the Faculty Deans.
- (3) In the absence of ministerial exemption, based on the specific requirements or element of the given subject and programme the Dean of the Faculty will decide how the assignments/courses - that cannot be pursued in the online education order under normal circumstances - could be successfully accomplished, e.g.:
- the schedule of the class is reorganized: lessons organized in modules at a time when physical education is possible again;
 - In the case of multi-semester subjects, the subject is reorganized so that education requiring a form of physical presence falls on the following semester;
 - where possible, teaching of the subject is completed by using alternative means of knowledge transfer;
 - if the student is doing voluntary work and it corresponds to the subject taught in terms of learning competencies, then the voluntary work is credited as achievement;





UNIVERSITAS SCIENTIARUM SZEGEDIENSIS
SZEGEDI TUDOMÁNYEGYETEM

- the completion of the subject is postponed to the next semester in the form of a replacement course

(4) If the accomplishment of the course is postponed in accordance with the previous point, i.e. it cannot be completed in the online education form during the semester, the Dean of the Faculty shall ensure that it is not considered an unfulfilled one at the end of the semester. The original credits of so deleted courses will be included in the credit numbers at the end of the semester a condition for year-end study-based reclassification.

(5) Attendance on classes requiring physical presence is solely possible in compliance with the epidemiological safety regulations in force and the sectoral recommendation. The following rules shall be observed thereon:

- wearing a face mask covering the nose and mouth area is compulsory to both students and faculty members throughout the total duration of the class;
- keeping a minimum of 1,5 m social distance between participants;
- if direct contact is necessary in association with the instruction during the class (e.g. patient examination), the social distance of 1,5 m may be exempted for a reasonable period of time, but the option of its interruption in a desired timing and time frame shall be provided;
- in the case of a lecture, students can only occupy one in three seats and cannot be seated next to each other;
- when entering and exiting the room – and in the case of an indirect contact, even during class – disinfectant and quick-action hand sanitizer shall be at disposal;
- areas of personal contact shall be disinfected with quick action sanitizer before and after class;
- the ventilation of the room before and after class shall be possible.

(6) An attendance sheet as indicated in Annex B shall be filled out during class requiring physical presence. When signing the attendance sheet, students declare that they are not showing symptoms that are typically related to coronavirus. If such symptoms can be observed, the student is not allowed to visit the class. These attendance sheets shall be repealed by respective Dean's Offices related to the course (or supervisors of the subject concerned, in the case of a course not managed by any Faculty) ten days after (or by the end of the term) the last class requiring physical presence.

(7) If the student is absent due to reasons related to the disease, exemption from class attendance (e.g. individual study plan) can be requested from the Dean of the Faculty. Such requests and individual study plan obtained cannot be taken into consideration in the maximum acceptable length thereof as determined in the academic and examination regulations as well as the academic procedure of the Faculty as well as in the maximum number of dean's request to submit.

(8) Based on the decision of the Dean, classes requiring physical presence shall be organized in a blended manner, so that joining the course concerned can be possible without attending the previous occasion even if it was conducted as online or distance education.





(9) Individual professional practices, traineeships may be conducted in the form of a physical face to face education, in accordance with the current system of working conditions and in compliance with the epidemiological safety regulations in force, both externally and internally, if the epidemiological protocol of the hosting organization allows it. However, the online education format should also be applied in case the accomplishment of the given practice/traineeship allows this format.

(10) Doctoral students may carry out their research and teaching activities in accordance with the regulations applicable to employees. The general rules of the student education order shall apply to the lessons belonging to educational program and its training phase. Students conducting demonstrating activities or research related to a thesis or dissertation as well as preparing for or attending a conference of Scientific Students' Associations shall be treated the same manner as doctoral students.

IV. Examinations

(1) In case of digital (distance, online) learning, exams may be organised digitally (distance, online) as a priority.

(2) Physical learning may be applied:

- exams in accordance with lectures and examinations with ministerial exemption as per section III. (2);
- doctoral thesis defences with maximum 10 persons present;
- individual or team exams related to patient care depending on the capacities of the health care system.

(3) In case of online exams, regulations in section II. are applied, in case of physical exams, section III. rules are applied.

(4) In the case of physical exams – in accordance with the recommendations of the specific branch – the following special conditions must be taken into consideration:

- The student must fill out the declaration document in annex „B” at the beginning of the exam, which shall be inserted not in the attendance register, but in the examination records.
- In case of oral exams students should arrive in a specific, prearranged time slot.
- In case of oral exams, maximum 2 students may be present in the same room along with teacher leading the examination and the examining board. In case of a written exam, the provisions of section III. must be ensured with utmost care.
- On public exams - besides the student examinational persons – a third person presence is only allowed in case of well-founded reasons and the permission of the dean – only for as long as it is necessary.

(5) If the reorganisation of exam dates makes it necessary, exams may be held during 4-8 p.m. hours, rest days, or any non-exam days – except for holidays - during the exam period.





UNIVERSITAS SCIENTIARUM SZEGEDIENSIS
SZEGEDI TUDOMÁNYEGYETEM

(6) In the case of online exams - especially in the case of examinations held by an examining board - special attention must be paid to the accurate keeping of examination records, including the time of joining and leaving, preparation, drawing conditions, technical and procedural problems and indications. In the case of an exam on Coospace, the connection and technical information in the system log can replace the relevant parts of the exam report.

(7) Annex "A" to these guidelines is the interpretation of the regulations on examinations adopted by the Operative Committee on Distance Education of the University of Szeged on 28 April 2020 in connection with distance (online) education in the State of Health Emergency.

(8) As a consequence of the transition of education during the state of Health Emergency, the order of examinations and course requirements must be updated in accordance Part I., especially the new testing requirements, changes in oral and written parts of examinations, preparation time, methods of drawing topics, and every further circumstance that may affect students' preparation for exams and their exam performance.

V. Concluding Remarks

(1) The deans of the faculties inform the Vice Rector of Education about their decisions affected by the directives, the faculty implementation rules.

(2) The deans of the faculties monitor and regularly evaluate the implementation of the online education system within the framework of the quality assurance system.

„Appendix A”





III. SZTE Operative Committee on Distance Education: How to understand regulations connected to examinations during the period of extraordinary distance learning

(published following the 28.04.2020. session of the Operative Committee for Academic Affairs, henceforth OCAA)

Previous related materials:

- 1/2020 (III.13.) OCAA decision about examinations related to theoretical education
- 2/2020 (IV. 07.) OCAA decision about preparation time during extraordinary distance learning
- 26.03.2020. information on extraordinary online examination published by the Operative Committee on Distance Education (OCDE)

Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
<p>AER 2. „Examination: [...] See also: Comprehensive examination, final examination, mid-term grade. „</p> <p>AER 13.1 „Examinations can take oral, written and practical forms, and may also comprise written, oral and practical parts.”</p>	<p>In distance learning, examinations do not take the classical written vs. oral distinction. For this reason the main part of the examination needs to remain oral or written but there is possibility for written pre-evaluation before an oral exam as well as a set of quick questions presented orally after a written exam. Examination type is subject to change with regard to distance learning, but in every case the student must be previously informed.</p> <p>Cf. OCDE, OCAA protocols nr 1/2020 (III. 13.), 2/2020 (IV. 07.)</p>
<p>AER 2. „examination course: Retaking an unsuccessful examination without the obligation of class attendance.”</p>	<p>In case a (generally practical) course or its examination cannot be held in the present semester due to the restrictions in physical presence, the course may be retaken in the form of an „extraordinary replacement course” in the following semester. The retake course may have obligations for physical presence or may not have such, and it may also involve only the replacement of the sessions that were</p>





Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
	<p>missed the previous time. The replacement course has the same characteristics as an exam course (e.g. examinations outside of the exam period) except that replacement courses are not restricted by exam course restrictions in Faculty Academic Regulations.</p> <p>It is important that academic administration must delete students from courses that were not held or that ended without grading, to prevent corrected credit index from becoming worse and so the course will not count as repeated registration.</p>
AER „7.4. A student may take no more than 45 credit points worth of subjects in a semester.	The extraordinary replacement course is not involved in the maximum number of credits set in AER 7.4.
<p>AER „8.4. The faculty or the teacher responsible for the teaching of the subject announces the subject requirements, the subject syllabus, and the form of the examination on the “annotation” section of the academic information system the latest by the end of the second week of the study period.”</p> <p>AER 2. „subject requirements: The scope of those regulations announced which concern the completion of the subject [...]”</p> <p>AER App.2. (Faculty of Medicine FER 9.1) By the end of the second week of the semester concerned, the heads of the departments must ensure that students have access to the following. – [...]the topic, form, and process of examinations, [...] the examination requirements”</p>	<p>There is possibility to modify subject requirements with respect to the form and process of examinations, as well as examination requirements if that modification is in connection with the extraordinary distance learning and it ensures that students can complete the course in the new circumstances. (modifications must be published in the course requirements and students must be notified)</p>





Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
AER 9.1-9.2. Exceptional study schedule	<p>When it comes to subjects that cannot be completed within the study schedule determined by the senate and that are not substituted by extraordinary replacement courses Faculties may set up exceptional study schedules. In these exceptional study schedules examination may happen outside of the academic calendar year. In case there is overlap with breaks the Faculties must consult with student council.</p> <p>In such exceptional study schedules, educational administration must set the end date of the study obligations under the appendix of the student status certificate. Educational administration makes sure that grades achieved this way be written in the closed semester index books.</p>
AER 12.1. „Students registered for examination courses can also be examined in the study period after having checked with the teachers (examiners) concerned.”	Regulation 12.1 of the AER applies for extraordinary replacement courses as well. In exceptional study schedules it is possible to take examinations outside of the exam period.
AER 12.1. „Any examinations outside the examination period may be authorized individually and on request by the head of the faculty as an exceptional permission. „	<p>In case a student cannot take the examination due to technical difficulties that can be proven, such exceptional permission may be given. In case the Faculty</p> <p>Educational Regulations limit the number of individual requests, requests handed in with the above reasons do not count as dean’s exceptional individual permission requests.</p>
AER 12. VHR 10. „§ (1)No later than three weeks prior to the end of the study period must the institution — employing local regulations — announce the specific dates of each examination”	Due to the academic information system being highly occupied, exam dates may be modified 48 hours prior to the original time, provided that students are notified. In case the modified date and time collides with some student preoccupation that





Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
	cannot be delayed, it must be considered as justified absence and the possibility of a new exam date must be provided. In order for exam dates not to be overcrowded, time slots between 4 and 8 PM are also possible with the above prerequisites (notice in advance, justified absence)
AER 12.3.	There is no change regarding the times and numbers of examination dates: it is necessary that at least one exam date is opened for 150% of the students. There may be modifications to this in case of exceptional study schedules and extraordinary replacement courses in the academic semester. In those cases student preoccupations must be considered. Faculties may have academic regulations different from the AER in examination announcement.
AER 13.1. „Examinations can take oral, written and practical forms, and may also comprise written, oral and practical parts.”	See under AER 2. above.
AER 13.1. „Oral examinations are open to the public „	OCDE protocol: Oral examinations are open to the public in the form of simultaneous presence in video conferences. Those students who previously apply for an exam date and are not taking the exam need to be added to the videoconference in a status „only observer”. It must be taken into consideration that no personal data violation is exercised during the videoconference. In such cases „breakout room” function of BBB is to be utilized. It is not advisable for examiners to record exams due to data protection reasons.





Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
AER 13.3. „In case of oral examinations, the student must be notified of the result on the day of the examination”	OCDE protocol: In case of oral examination the result must be shared with the student during video connection and the result must be written into Neptun. The exception to this is only if the examination is conducted in front of more than one examiners and there is a written minute of the session.
AER 13.3 „The resulting grade is not public.”	The resulting grade may be told the student in front of other examination participants, since the exam is open to the public and evaluation is an essential part of an examination. Public apart from those present at the examination are excluded from the assessment. Conclusively that examiner can tell the student the resulting grade in the presence of other participants.
AER 13.3. „The examiner must notify students of the written evaluation, the answer key and the criteria of evaluation; direct inspection of the test itself must also be made available to students.”	CooSpace examination tests fulfil the requirements of AER, since automatic evaluation leaves no space for subjectivity. At the same time it is important that the student has the right to be informed what exactly the correct answer would have been at questions of doubt. Direct inspection of the test may be made available through a videoconference session between the examiner and the student, where the examiner shows the student the teacher’s view of the test via screen sharing. An alternative to this is if the examiner allows for the „replay” possibility in the settings of the examination test (with or without time limitations).
AER 13.4. „An unjustified absence from an examination counts as an exhausted chance”	In case of examination processes that are out of the ordinary special attention must be paid to the reasonable preoccupations





Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
	of the student, those need to be considered as justified absence. See also AER 12.1. Consider especially the cases when examinations are hindered by technical difficulties, cf. point 6 of the OCDE protocol
AER 13.5. „The student’s identity must be verified at the examinations.”	Cf. point 2 of the OCDE protocol The set of quick questions in speaking mentioned in AER points 2 and 13.1 may serve this goal in case at a later time, e.g. in speaking hours the examiner wishes to make sure that the examiner is the same as that who had filled the online test earlier. If the examiner does not wish to verify the student’s identity in these ways, verification is enough at login name entrance into Coospace. (See also the recommendations of the data protection commissioner following the table)
AER 13.5. „Prior to the beginning of the examination, the ethical standard of the examination must be brought to the student’s notice.”	In case of an online written test it is enough that the ethical standard of the examination is brought to the student’s notice within the course requirements or the description of the examination test.
AER 13.6. „The examiner must record — and certify with his or her signature — the student’s grade either in the grade book or on a course and mark registration sheet printed from the academic information system.”	Instead of filling the course and mark registration sheet cf. OCDE protocol: „In case of oral examination the result must be shared with the student during video connection and the result must be written into Neptun. The exception to this is only if the examination is conducted in front of more than one examiners and there is a written minute of the session.”
AER 14. Retaking an unsuccessful examination 15. Repeating a successful examination	There is no change apart from normal exams n.b. certified technical problems cause examinations to be invalid and thus





Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
	retaking an examination that was invalid because of technical difficulties counts as a normal examination and no retake.
AER 19. Final examination	Cf. point 5 of the OCDE protocol
AER 19.7. The faculty announcements must be displayed two months prior to the beginning of the final examination period.”	Changes that are issued because of the extraordinary distance learning and study schedules do not count as information that needs to be announced 2 months in advance. This does not apply to relevant changes concerning the subject matter of study and the evaluation methodology, especially if those are disadvantageous for students.
Faculty of Pharmacy ER „13.3.1. At least 20 minutes must be provided for preparation before oral examinations”	Cf. OCAA protocol number 2/2020 (IV. 07.) about preparation time in extraordinary distance learning
National Higher Education Scholarship Regulations – 4: Terms of Application	When considering applications restrictions due to the emergency regarding the participation need to be taken into account. Faculties must also consider the consequences of the extraordinary study regulations when calculating 100% study performance.
National Higher Education Scholarship Regulations- 5: „enrolling for and failing to complete a mandatory course during the application period is considered a disqualifying criterion.”	Courses that have been cancelled because of central (Faculty) decision and replacement courses must not be considered disqualifying criteria.
Scholarship regulations 2. § (1) c) „ in undivided health science programmes, students applying for the scholarship must have completed all their registered courses in the active semester that preceded the semester of application. At the time of application, students must be enrolled into all their courses for the first time.	Courses that have been cancelled because of central (Faculty) decision and replacement courses must not be considered disqualifying criteria.





Regulation section to clarify (Academic and Examination Regulations AER)	Extraordinary solution
Regulation for equal opportunities 8. „ Preparation time must not exceed 130% of the time provided for students with no special needs”	Cf. OCAA protocol number 2/2020 (IV. 07.) about preparation time in extraordinary distance learning In case the student gets to have a longer time to fill the test (instead of longer preparation time), the student must be separated from normal test takers, using CooSpace breakout group function or adding a new individual test taker, providing them with a separate test with longer time to fill it.

**SEE also for AER 13.5: Recommendations of the Data Protection Commissioner
NAIH/2020/3535/2**

»**III.3.**

Although Hungarian Higher Education Act. Annex 3 I / B. does not specifically mention it among the contact details that can be legally managed by the higher education institution, 132/2020 (IV. 17.) Government Decree on the different application of certain legislation related to electronic identification conditions, enforcement and media service fees during an emergency also allows the verification of identity in relation to certain data processing operations not directly related to the submission by means of an electronic communication device providing video technology (hereinafter: video technology identification).

In accordance with the legislation the applied solution meets the requirements and concerned as credible identification if the following conditions are met: [§ 3 of 132/2020 (IV. 17.) Government Decree on the different application of certain legislation related to electronic identification conditions, enforcement and media service fees during an emergency.]

"4. The condition for successful video identification shall be that the image resolution and illumination of the electronic communication device enabling video identification are suitable for recognizing gender, age and facial characteristics of the customer and the customer
(a) look into the camera in such a way that its portrait can be recognized and recorded,
(b) communicate in a comprehensible manner the identifier of the document used for video identification; and

(c) move the identity document used for video identification (hereinafter referred to as "the document") in such a way that the security features and data sets contained therein can be identified and recorded. "

