

COVID Protocol – Faculty of Humanities

Dear Colleagues,

In accordance with the relevant **recommendations** of the Ministry for Innovation and Technology issued on 17 August, 2020, in the interest of protecting our health and that of the community, I request all of you to comply with the following measures:

As a general principle, in the Fall semester every course begins with in-person teaching, however, the form of teaching is subject to change, depending, of course, on developments in the pandemic situation.

I strongly request that the offices of administrative and teaching staff, lecture and seminar rooms and all other rooms, as well as events and classes of the **Faculty of Humanities** should be **visited exclusively by healthy individuals** who present none of the symptoms of the coronavirus infection. (The most typical symptoms of the infection are: coughing, difficulty breathing, shortness of breath, fever, chills, muscle aches, sore throat, newly developed loss of taste or smell.)

For the purposes of protecting our own health and that of the community, I must request that both **students and staff of the faculty wear masks**:

1. Students, **during the entire time** spent in lecture and seminar rooms, offices of teaching and administrative staff and library rooms, and on the corridors and galleries of the Main Building, must wear masks covering the nose and the face. Refusing to wear a mask may result in dismissal from a class, which, as a consequence, will mean an **unjustified absence** from the class in question.

2. I must emphatically request and prescribe the same, that is, wearing a mask covering the nose and the face, for all staff **in all communal spaces** (institute libraries, corridors and galleries of the main building), with the exception of the staff's own offices. Non-teaching staff should definitely wear a mask during such activities that require personal contact (customer service, library services, administrative procedures) until protective walls are installed in their offices.

Instructors may teach their classes without masks on.

(It is simply impossible to talk for long hours with a mask on.)

As much as possible, safe distances must be kept at all times.

In classes held in Lecture Halls XIV, XV, XII, XI, X, III, II and in the Auditorium Maximum of the Main Building, the first row of seats must remain empty. In other rooms, depending on the number of students in the class, efforts must be made to keep a safe distance of at least 1.5 meters between the instructor and the students.

Paper-based attendance lists need not be kept at lectures, it is enough if two students present sign the attendance sheet.

In accordance with the letter issued on 27 July by the Vice Dean for Education, in-person teaching should be conducted with **digital support** in case a move to fully digital teaching becomes necessary during term-time:

(From the beginning of the academic term, it is compulsory for courses – lectures and seminars alike – to be uploaded to the university’s **e-learning system**. The e-learning version of the course should contain the syllabus, the course materials legally available online and any other materials, handouts that the instructor deems necessary. The deadline for uploading courses, syllabi and course materials is the beginning of the third week of the term, 21 September.)

In case of a switch to **distance teaching**, the use of the university e-learning system will be compulsory. Tests and exams will have to be conducted through this system as well.

I emphatically request everyone to widely and consistently use email and the communication opportunities offered by the Neptun and e-learning systems as much as possible **to keep in touch with students**. (We still need to provide students, upon request, with a chance to look at their corrected submissions and tests, but special attention needs to be paid to compliance with safety measures.)

The number of justified **student absences** as recorded in Paragraph (2) of Faculty Supplement 8 to the Code of Studies and Examinations can be exceeded by students who present symptoms of the coronavirus illness (cough, difficulty breathing, shortness of breath, fever, chills, muscle aches, sore throat, newly developed loss of taste or smell) if they present a doctor’s note, but, for students to be eligible for a seminar grade, the number of absences cannot exceed half of the number of dates/duration of classes taught in person. Students presenting such symptoms cannot enter the lecture and seminar rooms, offices of teaching and administrative staff, administrative or other rooms of the Faculty of Humanities.

In the interest of starting the academic term and to guarantee the stability of institutional operation, in-person conferences, book launches, events not required by study programs **cannot be organized until 15 October**.¹ Until then, all departmental, institutional, (faculty) board meetings and other meetings **can only be organized online**.

Please pay attention so that students **do not wait** in groups or in crowds **in front of lecture or seminar rooms** and in other parts of the building (corridors, galleries etc.).

¹ Events in doctoral programs (preliminary debates, defences) are governed not by the above but by guidelines issued by the university’s Academic Committee currently valid at the time of the proposed event.

The rules and requirements described above have been written based on currently effective legislative provisions and the *current* state of the COVID-19 epidemic. They are valid **from 1 September 2020** until revocation or until new guidelines are issued, but by the end of the exam period concluding the first (Fall) term of the 2020/2021 academic year the latest.

Thank you in advance for your understanding and patience.

Debrecen, 29 August, 2020

Róbert Keményfi