

## **9/2020. (VIII. 18.)/R Rector's Order**

### **on the Organisation and Implementation of the Academic Year 2020/2021 in compliance with Section 1 (1) of Government Decree 283/2020 (17 June) introducing a state of epidemiological preparedness (modified on basis of 13/2020 (IX.01.)/R Rector's Order)**

Concerning the state of health crisis declared in Government Decree 283/2020 (17 June) introducing a state of epidemiological preparedness, in compliance with the provisions of Section (1) Article 32 of the Rules for Organisation and Operation of Károli Gáspár University of the Reformed Church in Hungary (hereinafter: University) I issue the following order for the regular and effective operation of the University:

#### **1. Preamble**

- 1.1 The order takes into consideration the protection of life, health, property and legal security of university citizens, the continuity of higher education conducted at the institution, the smooth operation of the University as well as the prevention of the spread of the coronavirus pandemic.
- 1.2 Based on the document "Sectoral recommendation for the organisation of higher education during the state of health crisis" issued by the Ministry of Innovation and Technology on 17 August 2020 and modified on 31 August 2020 the University shall prepare an institutional action plan for the state of epidemiological preparedness which will be continuously updated.

#### **2. Rules for creating a healthy and safe environment for performing the tasks of the University**

- 2.1 Measures, laws, guides and guidelines for health protection must be kept by everyone.
- 2.2 The buildings, events, lectures and seminars of the university may be visited only by healthy persons who do not show the symptoms of the coronavirus disease. Typical symptoms of the disease are listed in Annex 1.
- 2.3 All university citizens shall comply with the requirements of personal hygiene that include frequent handwashing with soap, alcoholic hand disinfection, following the coughing etiquette and avoiding unnecessary contact with the face as well as wearing a face mask which covers the mouth and the nose (hereinafter: facemask).
- 2.4 Maintaining the social distancing in the territory of the University is of utmost importance for the prevention of the spread of the virus. Taking into account the rules of waiting in queues, a 1.5-meter distance must be kept between the queuing persons. The distance must be indicated by clearly visible signs, warnings on notice boards (in libraries, canteens, restaurants, study departments, offices, etc.).
- 2.5 Those arriving at the University for administrative purposes are obliged to wear a facemask. The work stations and the reception areas should be 1.5 meters apart.
- 2.6 The University shall pay special attention to the cleanliness of the education and sport facilities, libraries, archives and museums by using appropriate (antiviral) hand disinfectants as well as antiviral surface disinfectants and detergents. The antiviral disinfectants shall always be used in appropriate concentration with the recommended contact time as indicated in the manufacturer's instructions for use in Hungarian. The University shall ensure the continuous availability and procurement of the appropriate hand and surface disinfectants as well as the documentation and control of this duty.

- 2.7 The University shall ensure the regular – at least every 2 hours – disinfection of the frequently used surfaces (door handles, elevator buttons, switches, handrails, etc.). Coffee machines, vending machines, dispensers, jugs must be cleaned and disinfected with antiviral disinfectants regularly – at least following each maintenance. The relevant documentation and control should be done accordingly.
- 2.8 In order to reduce the concentration of the possible pathogens in the enclosed spaces of the University special attention should be paid to continuous or regular, intensive, natural ventilation. In case of artificial ventilation, if the windows can be opened, natural ventilation is also needed by opening the windows as often as possible. HVAC (heating, ventilation and air conditioning) equipment which is not suitable for the fresh air supply, and can only circulate the indoor air (e.g. split air conditioners, fan-coil units and mobile air purifiers) can be used only if outdoor air supply is also available. Split air conditioners should be adjusted so that they do not cause strong air flow in the lower half of the room. The heat exchanger and the dust filter of the device should be frequently disinfected by licenced antiviral disinfectants. In case of increased use the filters should be replaced more often than recommended in the manual. All these must be documented and controlled by the University.
- 2.9 Those visiting the buildings and facilities of the University shall be informed about the current policy, the measures taken by the University concerning the coronavirus epidemic, the conditions of using the university premises and the pandemic restrictions. The information is available on the webpage of University and at the entrances of the buildings.
- 2.10 If any special signs indicating a possibility of infection or disease are detected in the territory of the University, the University shall immediately report them in compliance with epidemiological rules.

### **3. Entering university buildings, visiting lectures and seminars, enrolment and contact with students**

- 3.1 The university buildings are fully open from 26 August 2020, and can be visited freely in compliance with the epidemiological regulations.
- 3.2 As laid down in this order, in the 1<sup>st</sup> (fall) semester of the academic year 2020/2021 the university shall organise its educational activities in such a way that the personal and community interests in the high standard of education can be harmonized with the aspects relating to health safety and the prevention of the spread of the pandemic regarding the current state of epidemiological preparedness.
- 3.3 In order to comply with the provision of 3.1 and 3.2 of the present order the following general obligations are imposed on the university citizens:
- 3.3.1 Larger groups and crowds are to be avoided in the communities and in the buildings of the University. It is mandatory to wear facemasks covering the nose and the mouth except in the dining rooms. Lecturers and responders are exempted from the obligation to wear a facemask during their speech, but they are obliged to maintain at least a 1.5-meter distance from the audience. It is the university citizens' responsibility to obtain the suitable masks and keep these with themselves at all times.
- 3.3.2 During the educational activities the lecturers and students should maintain a protective distance of at least 1.5 meters where physical conditions make it possible.

3.3.3. It is forbidden to enter the university buildings with symptoms indicating a disease caused by the COVID-19 virus (or the high risk of carrying the virus). In such a case it is compulsory to stay away from the university communities and events. The most common symptoms are fever, tiredness, dry cough and the loss of smell. Some patients might experience muscle aches, congestion or a running nose, a sore throat, diarrhea, shortness of breath. Clinical characteristics of the coronavirus disease are listed in Annex 1. Any university citizen is entitled to call on a person with these symptoms to leave the building voluntarily. If the person fails to comply with the request, the case should be reported without delay to the head of the given organisational unit who shall take the necessary measures in accordance with the rules of procedure. Persons who have to stay in mandatory or recommended quarantine are obliged to stay away from the buildings and events of the University. The information published by the National Public Health Center for the detection and identification of coronavirus and allergy can be found in Annex 4.

3.3.4 Following every lesson, or more often, if necessary, it is mandatory to disinfect the surfaces which are frequently touched by hand (for example but not limited to door handles, handrails, switches, elevator buttons, keypads, computer mice, monitors) and to ventilate the indoor premises regardless of the weather conditions. In the buildings of the University antiviral hand disinfectants shall be provided at the entrance of the buildings and educational premises (lecture and seminar rooms), dining rooms, restaurants, canteens and restrooms. These tasks shall be performed by the Directorate for Economic Affairs involving the tenants in case of rented premises. In premises having a traditional air conditioning system, these devices shall not be used.

3.3.5 Lecturers over the age of 65 should not be obliged to give lectures or contact hours requiring personal appearance by the University. Superiors with employer's rights may authorize, on request, home office for colleagues who are at high risk due to their health status or who live in the same household with a person belonging to risk groups provided that the employee can prove with a medical certificate that the personal presence threatens his or her health due to the COVID epidemic. On the request of the lecturer, researcher, instructor who is unable to undertake in-person education because of the health crisis, the dean of the faculty may permit distance education provided that the said lecturer, researcher or instructor can prove with a medical certificate that their personal presence threatens his or her health due to the COVID epidemic. Students at high health risks may apply for a preferential study order so that they could complete their courses in the form of distance learning. The medical certificate of a specialist must be attached to the request on which the faculty study committee will decide.

3.4 In the 1<sup>st</sup> (fall) semester of the academic year 2020/2021 teaching will be organised as follows:

3.4.1 As a rule the contact hours are held with personal participation. The dean of the faculty responsible for teaching of the given programmes shall ensure that, taking into consideration the capacity of the buildings the lectures, practical courses and seminars will be held in larger rooms so that the students could maintain the necessary distance from each other. In order to avoid the crowding, lectures with a high number of students should not possibly start or end at the same time in the same building, on the same floor. It is the obligation of the faculty responsible for the teaching of the given programmes to determine the capacity of each lecture and seminar room (regarding the size, layout and the natural ventilation of the premises) in order that the courses requiring personal participation could be safely held in accordance with the rules of social distancing.

The courses should be held by distance learning (online presence) in case the instructions specified in Point 3.3 of this order cannot be complied with due to the poor capacity of the lecture

or seminar rooms or when the lecturer is unable to hold the course because of the epidemic situation. In the class schedule sufficient time should be left for the students and lecturers between online courses and contact hours requiring the physical presence of students.

3.4.2 For courses requiring personal participation the instructions of Point 3.3 shall apply. Foreign students who may not enter Hungary, or those regardless of their citizenship who themselves are under the threat of the epidemic or who have persons living in the same household with them under the threat of the epidemic, may submit applications for distance learning. The faculty study committee can give them permission to participate in the courses online. The course instructor – with the exception of courses which can be held only with personal participation – shall provide the opportunity for the students who have been granted permission for distance learning to complete the course.

3.4.3 In part-time programmes the first class – unless the change of the health situation makes it impossible – shall be held with personal attendance. Later on distance education shall be provided. In case of courses requiring personal attendance the dean of the faculty responsible for the programme may decide to provide the lessons otherwise, but the rules specified in point 3.3 must be complied with.

3.4.4 Personal attendance is not compulsory at the lectures, the prescribed requirements are not applicable. However, the same does not apply to practical courses or seminars even if these courses will be moved to an online platform later.

3.4.5 Distance online courses may be conducted in two ways: in a synchronous manner that is with the provision of real-time lessons, or in an asynchronous way when the completion of the course does not require the simultaneous presence of the student and the lecturer. Real-time (synchronous) courses can only be held at the scheduled time. However, the opportunity should be created for the courses to be held in an asynchronous way when the simultaneous presence of the lecturer and the student is not needed. As long as these conditions are not met the lesson must be held in real time according to the timetable.

3.4.6 In view of the possible changes in the epidemic situation, besides teaching requiring personal participation, it is necessary to draw up a scenario for distance learning/teaching in order to be ready for the transition within 5 working days. For this purpose the study support materials of the courses must constantly be updated and made accessible to students.

3.4.7 Assessments requiring personal attendance (especially but not exclusively thesis defence, final examination, complex examination, doctoral examination, pre-defence of doctoral dissertation, defence of doctoral dissertation and habilitation) can be held also in public according to the instructions defined in point 3.3 of this order. Graduation ceremonies, academic, educational and professional events must be organised in accordance with the requirements specified in point 3.3 of the present order. If possible, an online connection should be ensured to the conferences and events organised by the university.

3.5 The faculties shall publish detailed instructions for the enrolment of the admitted applicants on the faculty websites.

3.5.1 The admitted applicants shall make a statement in the NEPTUN Education Administration System concerning whether they have visited a foreign country in the previous two weeks. If yes, they have to declare whether they have complied with the rules defined in Government Decree 408/2020 (30 August) on travel restrictions during the state of epidemic preparedness.

- 3.5.2 The establishment of the student status takes place through the process of enrolment, which should be done primarily in small groups, personally or by a proxy. When entering the university buildings it is mandatory to wear a facemask, to keep a 1.5-meter distance and to use hand disinfectants.
- 3.5.3 Pursuant to Act LVIII on the transitional provisions concerning the termination of the state of danger and on the state of epidemic preparedness online enrolment is possible only if the student has applied for and received permission for distance learning.
- 3.5.4 If a non-Hungarian citizen has not got a permanent address in the territory of Hungary, and starts or continues his/her studies in the form of distance learning, he/she may establish student status without a visa or residence permit prescribed by separate law according to Section (2) a) of Act CCIV of 2011 on National Higher Education. Before continuing his/her studies with personal participation, the student shall obtain the permit and shall present it at the Registrar's Office of the Faculty together with the documents submitted electronically during the admission procedure and the enrolment.
- 3.6 The University and the faculties shall preferably use electronic correspondence via email and through the Neptun Education Administration System in their communication with the students. During the assessments the faculties shall continue to provide the opportunity for the students to review the submitted documents, midterm tests, and by doing so, special care must be taken to the observance of the safety rules.

#### **4. Implementation of internships, practical trainings**

- 4.1 During the internship the general hygienic rules apply to the students and teachers. Before starting the internship hand washing with soap and the use of alcoholic hand disinfectants should be prescribed and the provisions for these must be ensured at the site/venue. During the internship it is mandatory to keep a 1.5-meter protective distance and to use a facemask.
- 4.2 The dean of the faculty responsible for the programme is obliged to ensure that the compulsory pre-training courses (on fire safety, safety at work, data safety and hospital hygiene) can take place online.
- 4.3 A schedule for the students should be drawn up in advance in order to reduce the number of students being present at the same time. On the first day of the internship the students shall undergo a pre-triage screening – filling in a questionnaire, measuring body temperature –, which must be performed and documented by the leader of the practical training. It is recommended to use the questionnaire in Annex 2.
- 4.4 During the internship and practical training it is the priority of the practice leader to monitor the correct use of the personal protective devices. If possible, the 1.5-meter distance should be ensured throughout the practice.
- 4.5 During the practice the devices must be cleaned with antiviral surface disinfectant by the leader of the practical training or by the person entrusted by him/her, provided that the disinfectant does not damage the device.
- 4.6 In certain areas, especially in health science trainings, the dean of the faculty responsible for the programme may introduce additional regulations.
- 4.7 The cleaning instructions should be adhered to and documented on the spot. In the rooms the surfaces should be disinfected after the group has left the room.

- 4.8 The regulations concerning internship and practical training should be adhered to in both the indoor and outdoor practice sites/venues. Information for the practical training places shall be provided by the dean of the faculty responsible for the training.

### **5. The order of assessments, examinations**

- 5.1 The dean of the faculty responsible for the given programmes shall ensure that the date and place of oral examinations and the expected number of students could be planned in advance thus ensuring the compliance with the epidemiological regulations.
- 5.2 In case of oral examinations the students should arrive at a scheduled time agreed in advance.
- 5.3 The rules for contact hours shall apply to written examinations. In case of written examinations any aids that might be used during the exam must be provided by the student. The written examinations can be safely corrected after a 24 hour-waiting time in compliance with the hygiene rules.
- 5.4 Only healthy, asymptomatic students, lecturers and staff members can attend the examinations. In case of examinations requiring the personal participation of the students a pre-triage screening – questionnaire (Annex 2), measuring body temperature – should be performed and documented.
- 5.5 During the oral and written examinations with the personal presence of the students it is mandatory to keep a 1.5-meter safe distance and to wear a facemask. Between the examinations the work surfaces and aids should be regularly disinfected.
- 5.6 During the examinations requiring the personal presence of the students the coughing etiquette must be strictly kept. This should be brought to the student's attention beforehand in writing, and orally at the beginning of the examination.
- 5.7 An oral examination requiring the student's personal participation can be held only in a well-ventilated room. Maximum two students and the person conducting the examination can stay in the room at a time. In case of special (e.g. fine arts, music, sport) assessments when the equipment or instruments are used by the students one after the other, rapid-acting disinfectants should be used after each use.
- 5.8 Frequent, preferably natural ventilation is required at the site of the examination. Before and after the examination the rooms, corridors and restrooms should be cleaned with antiseptics including the antiviral disinfection of the frequently touched surfaces (door and window handles, keyboards, monitors, computer mice, electric and other switches, taps, etc.).

### **6. Rules for holding the Opening Ceremony of the Academic Year, Freshmen Day and other events**

- 6.1 At the Opening Ceremony of the 2020/2021 Academic Year it is mandatory to keep a 1.5-meter social distance and to use a facemask (the ceremonies will be held in Budapest on 7 September 2020, in Kecskemét on 12 September 2020, in Marosvásárhely on 27 September 2020 and in Nagykőrös on 6 September 2020).
- 6.2 Maximum 150 freshman students may participate in the opening ceremony. Live streaming of the event is recommended. All freshmen should be given the opportunity to take the oath.
- 6.3. The university does not organise a freshmen camp in the academic year 2020/2021; the Freshmen Day will not be held. During the Freshmen Day increased attention should be paid to the epidemiological regulations. The number of participants in the Freshmen Day may not exceed 500 persons. In the indoor and outdoor programmes of the Freshmen Day it is of utmost importance

to maintain social distancing. The organisers should provide sufficient disinfectants and should ensure that the epidemiological regulations are complied with.

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6.5 Programmes with personal attendance not relating directly to the education may held only with the Rector's permission, in exceptional cases.

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## **7. Rules for the use of sport and leisure facilities**

7.1 Only healthy, asymptomatic students, trainers, coaches and teachers may participate in sports and leisure activities. Pre-triage screening of the students – questionnaire (Annex 2), measuring body temperature – is required.

7.2 In order to avoid close physical contact small group activities are preferable. During the activities and programmes a safe distance of 1.5-2 meters must be maintained all the time.

7.3 The activities should be scheduled in a way that as few students as possible should be staying on the spot at the same time.

7.4 If possible, the activities should focus on exercises which can be done without physical contact.

7.5 When maintaining the hygiene of common areas, changing rooms, showers, swimming pools, other surfaces and foot-baths, it is necessary to fully comply with the prescribed cleaning instructions (taking special care of the required concentration of the detergents).

## **8. Holding university and faculty board meetings**

8.1 In case of university or faculty boards the board (or its head) decides whether the meeting and the decision-making are held in person or electronically.

## **9. Travel rules concerning university citizens, travelling abroad and returning from abroad**

9.1 If the employees of the university plan to travel abroad, they are obliged to inform their superiors in advance, in writing, indicating the country and the duration of stay. If students plan to travel abroad, they should inform the head of the Registrar's Office of the faculty responsible for the programme in advance, in writing, indicating the country and the duration of stay. Official trips and staff, academic staff or student mobility must not be organised by the university to and from abroad, except for Erasmus, Campus Mundi or other bilateral mobility programmes agreed upon earlier. Authorizations for travelling abroad issued before this order entered into force shall expire. Those employees who travel abroad should stay in compulsory quarantine after their return, and have to take a paid or, if this is not possible, an unpaid leave. The costs of the coronavirus tests required by law for entry into Hungary shall be borne by the employee or by the student, and not by the University. Students returning from abroad shall take the responsibility for the consequences specified in the legal provisions for the health and epidemiological situation valid at the date of returning back to Hungary. When entering the buildings, residence halls, colleges for advanced studies the student who has just returned from abroad should go through a pre-triage screening – questionnaire (Annex 2), and measuring body temperature. Should the employee of the University get in touch with a person infected with the COVID-19 virus while

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<sup>1</sup> deleted by 13/2020. (IX.01)/R

<sup>2</sup> deleted by 13/2020. (IV.01)/R

working in the university buildings, the University – upon request of the employee and on decision of the superior having the employer's rights– may take over the costs of the tests required by law for the exemption from the quarantine.

9.2 The document titled Procedures regarding the rules of entering Hungary and special medical examination for non-Hungarian students and higher education staff issued by the Ministry of Innovation and Technology on 17 August 2020 is Annex 3 of this order.

9.3. *Procedures for the operation of higher education institutions in a health crisis* published by the National Public Health Center on 1 September 2020 is Annex 5 of this order (Source: <https://www.nnk.gov.hu/index.php/koronavirus-tajekoztato/790-eljarasrend-a-felsooktatasi-intezmenyek-egeszseguqi-valsaghelyzetben-torteno-mukodesehez>).

9.4 The map showing the classification of countries published by the National Public Health Center on 7 August 2020 is Annex 7 of this order.

9.5 *Information on entry into Hungary from 1 September 2020* is Annex 8 of the present order (source: [www. https://koronavirus.gov.hu/cikkek/amit-kulfoldrol-hazateroknek-tudni-kell-karanten-teszt-felmentes-karanten-alol](https://koronavirus.gov.hu/cikkek/amit-kulfoldrol-hazateroknek-tudni-kell-karanten-teszt-felmentes-karanten-alol), 1 September 2020).

9.6 *General information of the epidemiological situation and measures* published on 1 September 2020 is Annex 9 of this order (source: <https://koronavirus.gov.hu/korlatozasok>, 1 September 2020).

#### **10. Rules for libraries and other organisational units**

10.1 The libraries and other organisational units of the University where the reception of clients (i.e. students, lecturers) is involved should operate in the opening hours published on their websites. The safe distance of 1.5 meters should be kept and the general epidemiological instructions must be complied with. For these organisational units the dean of the responsible faculty may introduce additional regulations, if necessary.

10.2 The present order – with the exception of point 10 .4 – applies to all operational and education seats of the University including those operating away from its Hungarian seat as well as all the institutions/facilities maintained and operated by the University.

10.3 Rules for student residence halls and colleges for advanced studies differing from the general provisions of this order are defined in a separate order.

10.4 The rules relating to Petőfi Sándor Practice School and Kindergarten of the Reformed Church maintained by the University are defined in a separate order.

11. The present order enters into force on 18 August 2020.

Budapest, 18 August 2020

Dr. Ágnes Czine  
Acting Rector

Annexes:

Annex 1: Typical symptoms of the coronavirus disease and ban on entering the territory of Károli Gáspár University of the Reformed Church in Hungary

Annex 2: Risk screening questionnaire for entering the territory of Károli Gáspár University of the Reformed Church in Hungary



Annex 3: Procedures regarding the rules of entering Hungary and special medical examination for non-Hungarian students and higher education staff issued by the Ministry of Innovation and Technology, 17 August 2020

Annex 4: Coronavirus/pollen situation – information on characteristic symptoms published by the National Public Health Center

Annex 5: Procedures for the organisation of higher education institutions in a health crises published by the National Public Health Center (source: <https://www.nnk.gov.hu/index.php/koronavirus-tajekoztato/790-eljarasrend-a-felsooktatasi-intezmenyek-egeszseguqi-valsaghelyzetben-tortenomukodeséhez>)

Annex 6: Procedure for the new coronavirus identified in 2020 (epidemiological and infection control rules) published by the National Public Health Center, 12 June 2020

Annex 7: Country classification map published by the National Public Health Center, 7 August 2020

Annex 8: Information on entry into Hungary from 1 September 2020 (source: <https://koronavirus.gov.hu/cikkek/amit-kulfoldrol-hazateroknek-tudni-kell-karanten-teszt-felmentes-karanten-alol>, 1 September 2020)

Annex 9: General information of the epidemiological situation and measures published on 1 September 2020 (source: <https://koronavirus.gov.hu/korlatozasok>, 1 September 2020)