

**Rector's Order No. 11/2021 (IX.03.)/R
on the organization and implementation of the Academic Year 2021/2022
during the period of state of danger**

With regard to the state of health crisis declared in Government Decree 283/2020 (17 June) introducing a state of epidemiological preparedness, in accordance with Government Decree 27/2021 (29 January) on the declaration of a state of emergency and the entry into force of emergency measures and Government Decree 484/2020 (10 November) on the second phase of protective measures applicable during the period of state of danger, I issue the following order for the regular and effective operation of the University in compliance with the provisions of Article 32 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as 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 (Hungarian abbreviation: ITM) on 17 August 2020 and amended several times, the University has prepared and continuously upgrades an institutional action plan to manage the state of epidemiological preparedness. The action plan has been upgraded by the University on the basis of the document „Sectoral Recommendation for the start of the academic year 2021/2022 during the state of danger” issued by ITM on 30 August 2021, and is continuously upgraded according to the changes in the epidemiological situation.

2. Behaviour required for performing the tasks of the University and rules for creating a healthy and safe environment

- 2.1. Measures, laws, guides and guidelines for health protection must be kept by everyone.
- 2.2. The buildings, facilities, 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: face mask).
- 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 sufficient distance must be kept between the queuing persons which must be indicated by clearly visible signs (in libraries, canteens, restaurants, study departments, offices, etc.).
- 2.5. It is compulsory to wear a surgical or safety mask or a mask made of textiles or other materials in the buildings of the University. It is the university citizens' responsibility to obtain the suitable masks and keep these with themselves at all times. The wearing of a mask is not compulsory
 - a) in offices not open to the public or to the students,



- b) in dormitory rooms for housing purposes,
 - c) during sports activities,
 - d) during lessons for lecturers and responders,
 - e) in dining rooms for persons eating their meals.
- 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 – antiviral substances with marketing authorization issued by the National Food Chain Safety Office – as well as antiviral surface disinfectants and detergents. The Operations Group of the Facility Management Department of the Chancellor’s Office (hereinafter referred to as Operations Groups) is responsible for carrying out and inspecting the cleaning and disinfection of the University’s buildings. The Operations Group shall ensure the continuous availability and procurement of hand and surface disinfectants of sufficient quality and quantity as well as the documentation and control of this duty.
- 2.7. The Operations Group shall ensure the regular – at least every 2 hours, when the buildings are visited – disinfection of the frequently used surfaces (door handles, elevator buttons, switches, handrails, etc.).
- 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. The use of HVAC (heating, ventilation and air conditioning) for cooling is prohibited unless otherwise instructed. Fan-coil units used for air handling and heating should be disinfected with appropriate frequency. The Operations Group is responsible for this task and the relevant documentation.
- 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 on information boards 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 the epidemiological rules.

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

- 3.1. The university buildings are open, and can be visited freely in compliance with the epidemiological regulations. To combat the epidemic and to create a safe educational and housing environment, it is recommended to be vaccinated against the coronavirus.
- 3.2. As laid down in this order, in the 1st (fall) semester of the academic year 2021/2022 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 provisions of points 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, and it is compulsory to wear facemasks, taking into account the provisions of point 2.5.

- 3.3.2. During the educational activities it is recommended that students keep a safe distance from each other, and lecturers maintain a safe distance from students 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, diarrhoea, 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 2.
- 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) and to ventilate the indoor premises regardless of the weather conditions. Disinfectant wipers should be provided to disinfect computers (keypads, computer mice, monitors) in the classrooms. Non-contact, antiviral hand sanitizer dispensers and hand disinfectants, in sufficient quantity and distribution – and warnings of their use – shall be provided at the entrances and other areas of the university buildings. The Operations Group, with the involvement of the tenant in the case of rented premises, is responsible for this task. In premises having a traditional air conditioning system, these devices shall not be used.
- 3.4. In the 1st (fall) semester of the academic year 2021/2022 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 in accordance with the characteristics of the educational building.
- 3.4.2. 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. At the request of the course instructor, the dean of the competent faculty may request the rector to give permission for the distance (online) teaching of the course. The rector will decide within 5 working days whether to grant or reject the permit. 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.
- 3.4.3. For courses requiring personal participation the instructions of Point 3.3 shall apply. For foreign students who may not enter Hungary, the faculty Study Committee may, upon request and in justified cases, allow distance learning within the framework of preferential study order. 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.

- 3.4.4. In the 1st (autumn) semester of the academic year 2021/2022, from 23 November 2021, the University will switch to distance (online) education for correspondence courses. Accordingly, lectures, consultations, practical courses and seminars will be held primarily online.
- 3.4.5. If the distance (online) teaching cannot be ensured, at the request of the lecturer, researcher or teacher, the Dean of the Faculty responsible for teaching of the course may, after informing the Rector, allow teaching with personal presence in exceptional and justified cases.
- 3.4.6. In the case of correspondence courses, applications and online platforms should preferably be used for mid-term assessments and examinations during the study and examination period. Detailed provisions are provided by a separate Rector's Order.
- 3.5. The faculties have published detailed instructions for the enrolment of the admitted applicants on the faculty websites.
 - 3.5.1. 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, during which, after entering the university buildings, the wearing of facemasks, the use of hand disinfectants and keeping a safe distance is mandatory.
 - 3.5.2. Online enrolment is only possible if the student has requested and received prior permission for distance learning
- 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.
- 3.7. Rules applicable to admitted applicants and students of non-Hungarian citizenship (hereinafter: non-Hungarian student):
 - 3.7.1. Students from abroad may enter Hungary according to the current rules.
 - 3.7.2. For entry from abroad, the University shall issue a certificate according to Annex 4 for non-Hungarian students. The certificate may be attached to the visa application and, if necessary, to the request for equity.
 - 3.7.3. Non-Hungarian students must contact the Rector's Office International Directorate, or the Registrar's Office of the faculty responsible for their study programme within 24 hours after entering the territory of Hungary, and must appear at the accommodation indicated on the certificate within 24 hours.
 - 3.7.4. If a non-Hungarian student is required to stay in home quarantine when crossing the border, the University is obliged to provide separate accommodation and care for him/her.
 - 3.7.5. Exemptions from quarantine may be applied for at the police station responsible for the place of the home quarantine – in the case of a residence hall it is the place of the residence hall – by means of two negative molecular microbiological tests – SARS-CoV-2 PCR tests – in accordance with the professional rules on health care.
 - 3.7.6. If a non-Hungarian citizen does not have 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. The enrolment form – specified in Article 38 and 39 of Government Decree 87/2015 on the implementation of

certain provisions of Act CCIV of 2011 on national higher education – signed by the non-Hungarian student may be submitted electronically to the Registrar’s Office of the faculty responsible for the study programme. The printed copy of the enrolment form and the registration form signed by the non-Hungarian student is an authentic, paper-based document. Before continuing his/her studies with personal participation, the non-Hungarian 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.

3.7.7. Non-Hungarian students who are subject to quarantine pursuant to Government Decree 408/2020 (30 August) on travel restrictions during the period of state of epidemiological preparedness may enter the university buildings only after the exemption from quarantine.

4. Implementation of internships, practical trainings

- 4.1. During the internships, the general hygienic rules shall apply to the students and teachers participating in the internship, practical trainings. Before the start of the practical training, hand washing with soap or alcoholic hand disinfection is mandatory. It is compulsory to maintain a safety distance and to wear a facemask during the practice.
- 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. During the internship and practical training, it is the priority of the practice leader to monitor the correct use of the personal protective devices.
- 4.4. 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.
- 4.5. In certain areas, especially in health science trainings, the dean of the faculty responsible for the programme may introduce additional regulations.
- 4.6. Full compliance and documentation of the technical requirements for cleaning services is required for all educational practice areas. In the rooms the surfaces should be disinfected after the group has left the room.
- 4.7. 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.
- 4.8. The faculty responsible for the practical training is not obliged to reassign a student who is unable to participate in the practice due to lack of proof of immunity to coronavirus. If a negative molecular biological test in accordance with the professional rules on health care – SARS-CoV-2 PCR test – is required at the site of the practical training, the University will not reimburse the cost of the test.

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.
- 5.5. During the oral and written examinations with the personal presence of the students it is compulsory to keep a 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.).
- 5.9. 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.

6. Rules for holding events

- 6.1. Rules on security measures applicable to events shall apply to holding university events, subject to the provisions of this section. Wearing of masks is compulsory. Graduation ceremonies, doctoral inaugurations, academic, educational and professional events can 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.
- 6.2. The University and its organisational units shall not hold any community events that are not related to education, research or scientific work. Community events do not include meetings, board meetings related to the operation of the University, in particular the Senate, Rector's Council, Faculty Council, religious events and sports and leisure activities as defined in section 7.
- 6.3. ¹
- 6.4. Events other than sports, cultural, music and dance events, if held outdoors and attended by less than 500 people (excluding those employed at the event) may be attended by persons not protected against the coronavirus. If there are more than five hundred or more persons present, only persons protected against the coronavirus and persons under the age of eighteen under their supervision may participate in the outdoor event.
- 6.5. Other indoor events of the University may only be attended by persons (except those employed at the event) who are protected against the coronavirus, and persons under the age of eighteen under their supervision.
- 6.6. In the case of events which may only be attended by persons protected against the coronavirus, the organizer of the event (as well as the operator or manager of the venue or the employee of the organizer, manager or operator) must refuse entry to and prevent entry of any person who does not provide proof of protection against the coronavirus or certify his/her age in the manner specified in the relevant Government Decree.

¹ Deleted by Rector's Order No. 16/2021 (XII.02)



- 6.7. The organizer of the event or the operator of the venue is responsible for ensuring compliance with the safety measures.
- 6.8. During the organization of events with a large number of students, lecturers and staff members (e.g. meeting, ceremony, conference, opening ceremony, ball, banquet, cultural programme) the relevant rules applicable for events and the basic healthcare measures and rules (hand disinfection, ventilation) must be complied with, and efforts should be made to organize the programme outdoors instead of indoors.

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.
- 7.2. In order to avoid close physical contact small group activities are preferable. It is recommended to keep a safe distance from each other during the activities and programmes.
- 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. When planning to travel abroad in the framework of official trips, teaching, staff or student mobility, university employees and persons employed by the University in other employment relationship – pursuant to the provisions set out in Article 1 (3) of Government Decree 408/2020 (30 August) on travel restrictions during the period of state of epidemiological preparedness, and in accordance with Articles 2-4 of the Decree – are obliged to comply with the:
 - 9.1.1. recommendations of the Consular Service,
 - 9.1.2. entry rules in force in the country of destination and transit,
 - 9.1.3. travel conditions of the travel agency,
 - 9.1.4. rules of the authorities of the host country,
 in accordance with the University's rules on the organisation of official trips in Hungary and abroad, and student mobility.
- 9.2. Employees of the University, who are travelling abroad for private purposes, and should stay in compulsory quarantine after their return, have to take a paid, or if this is not possible, an unpaid leave.
- 9.3. The costs of the statutory coronavirus tests required by law for entry into Hungary or for exemption from official quarantine – whether travelling for official or private purposes – shall be borne by the employee or by the student concerned, and not by the University. Students returning from abroad shall bear responsibility for the consequences specified in the legal provisions concerning the health and epidemiological situation valid at the date of returning back to Hungary.



- 9.4. The „GUIDELINES FOR THE ENTRY, VACCINATION AND CERTIFICATE OF PROTECTION OF FOREIGN NATIONAL STUDENTS” issued by the Ministry of Innovation and Technology on 12 August 2021 is attached as Annex 5 to this order.

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 and the wearing of masks is compulsory, taking into account the provisions of point 2.5. 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 educational 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 the Kaszab Street Reformed Kindergarten of Károli Gáspár University of the Reformed Church in Hungary maintained by the University are defined in a separate order.
11. The present order enters into force on 3 September 2021.

Budapest, 3 September 2021.

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: Coronavirus/pollen situation – information on characteristic symptoms published by the National Public Health Center
- Annex 3: Rules on the use of immunity certificates pursuant to Government Decree 484/2020 (10 November)
- Annex 4: Certificate for non-Hungarian citizens for entry from abroad („IGAZOLÁS / CERTIFICATE”)
- Annex 5: GUIDELINES FOR THE ENTRY, VACCINATION AND CERTIFICATE OF PROTECTION OF FOREIGN NATIONAL STUDENTS of the Ministry of Innovation and Technology