



The Rector's measures related to education

17 September 2020

(in a unified structure with the Rector's measure issued on September 1 on the operational and training provisions for the fall term of the academic year 2020/2021)

Since the beginning of the academic year on September 1, the university management and the Epidemiological Operational Corps have gathered a fair amount of experience and, from the faculty and students, received remarks related to the epidemiological situation. Taking into account the current epidemiological situation, the experience gained as well as the questions and remarks that have arisen in the recent period, the Rector's measure related to education issued on 1 September is updated and specified as follows. In developing this package of measures, we have taken into account the different rules of education and training in each profession, and as a result, in some cases, we have to apply different rules to our civilian and uniformed students.

1. According to the curricula, **education** starts in the traditional onsite form, as stated in the Rector's order No. 16/2020 on the schedule of the academic year. (see [HERE](#)). An exception is made for correspondence training, which will be held, according to point 2, partly in the form of online education.

2. During classroom lectures and seminars a **distance** of at least one and a half meters **should be kept**, and in order to protect our health and prevent the spread of the epidemic, the correct use of a **mask** covering the nose and mouth is mandatory at the University (on the campuses in Budapest, Baja and Szolnok) indoor spaces (eg buildings, community spaces, dormitories, classrooms, meeting rooms, multi-person offices). Classrooms should be **ventilated** as often as possible. For the **General safety and prevention regulations for the epidemiological preparedness please see [HERE](#)** .

3. Full-time study programs - lectures

3.1. Lectures in the full-time study programs are held onsite, as a general rule. The Faculty should take the necessary measures regarding the timetable to ensure that safe distance be kept during the lectures.

3.2. From September 7, in the BA and MA courses of civil (non-cadet officer, non-dual) students, in classes over 75, if the capacity of the lecture hall does not reach twice the number of students, attendance of the lecture is not obligatory for students. In this case, the lecture must be given in the designated classroom, and, keeping safe distance, students can participate in the class up to the number determined by the instructor. The lecture will be recorded in the lecture hall and will be made available in the Ludovika webinar system on the 5th day following the day of the lecture.

3.3. Exceptionally, in justified cases, the head of the department (with the involvement of the person in charge of the subject, and instructors) may request a webinar studio recording (webinarium@uni-nke.hu) to replace the onsite lectures in the given subject.

3.4. The instructor, on his / her own initiative, may provide the students in distance education with online access to the lecture via his / her notebook placed in the lecture hall, using the MST system.

3.5. If in a given year, the number of students attending the lectures in a given course falls below 20 percent, owing to obstacles related to the pandemic or the health safety period in the dormitory, it is recommended to proceed in accordance with points 3.3. or 3.4.

4. Full-time study programs - seminars, practices

4.1. Seminars and practices in the full-time study programs are held onsite - as a general rule. During the onsite sessions, the instructor on his / her own initiative, can also provide the students in distance education with online access to the session via a notebook placed in the classroom and by using the MST system.

4.2. In the full-time study programs, it is allowed to hold an online class (according to the timetable) exclusively through the MST system, if

- the number of students in the group attending the given session falls below 20% owing to obstacles related to the pandemic or the dormitory health safety period.
- the instructor initiates this and is able to hold classes through the MST system, and
- the majority of students do not object to online tutoring.

In case the above conditions are met, holding online seminars or practices is a supported tool for distance education.

4.3. If the instructor is affected by the points 1-7 of the Notice for the Employees on the restrictions of the security measures related the epidemiological situation (1 September 2020), and the department is unable to hold onsite classes by substitution, if the instructor is able to work from home, after notice to the students, the instructor should provide distance education from home as follows:

- by placing class-related materials on Moodle,
- by providing individual tasks,
- by e-mail or online consultation.

In this case, the class can also be held online (according to the timetable) through the MST system if

- the instructor initiates this and is able to hold classes through the MST system, and
- the majority of students do not object to online tutoring.

4.4. If according to point 4.3., the instructor is unable to work from home and the department is not able to hold his / her onsite classes by substitution, the department should provide distance education for the students by substitution.

5. Bachelor's and master's courses by correspondence

5.1. **In the bachelor's and master's study programs by correspondence**, certain classes in the timetable, indicated by the faculties, are held online through the Microsoft Teams (MST) system. The student groups concerned will be informed in due time in advance. **A Simulation Program** has been introduced for the application of the **MST online system** in education organization, training, and learning. For more details, please see [HERE](#). The detailed conditions of the online classes and the user manuals of the ICT systems are available on the Internal Training Portal of Ludovika-UPS (<https://belsokepzes.uni-nke.hu>). Assistance can be requested through the Ludovika-UPS Service Desk Portal (<https://servicedesk.uni-nke.hu>). During working hours, immediate assistance can be requested from the Service Desk on +36 30 367 3462.

In the case of online classes, the obligations of correspondence students under the study regulations and curriculum should be interpreted in relation to the online classes. Lecturers are free to choose the location of the online classes (department room, work lab, home, etc.). Based on a special measure, the University provides the lecturer with a notebook upon request. The use of the MST online application is free; however, Ludovika-UPS can provide free network access only on the University campuses. Outside the University, it is the responsibility of the instructor and the student to provide adequate and loadable internet bandwidth.

6. Distance education

If owing to the pandemic situation, a **student** is prevented from attending the University, **the special order of distance education should be followed.**

6.1. Distance education should be provided

- to students who are unable to attend the onsite classes due to an individual impediment related to the pandemic situation, or
- to the full-time students entitled to dormitory accommodation to whom the University is temporarily unable to provide dormitory accommodation due to the epidemic situation.

From now on, distance education must be provided for students even if the incapacity to attend classes lasts for less than three weeks.

6.2. In distance education, the instructor should provide for:

- class-related materials on Moodle or other Ludovika-UPS repositories,
- individual tasks (that can be accomplished remotely) as needed,
- e-mail or online consultation.

In teacher-student communication, the online Microsoft Teams communication method should prevail. In cases under points 4 and 5, the online MST tutoring is also a supported tool for distance education.

7. Doctoral courses

7. In **doctoral programs**, full-time and correspondence classes, as well as doctoral events are held onsite. In the doctoral training, points 3 and 4 apply accordingly. Doctoral events (e.g. complex exam, comprehensive exam) take place onsite, except for workshop

discussions and public defences, which - in case of major difficulties in the organisation of an onsite event - can also be organized online in the MST system.

8. Specialized further training

Point 4 shall apply mutatis mutandis to the classes and events of further training.

The Rector's order on the organization and operation of **the Ludovika-UPS Epidemiological Operational Corps** has been amended and shall be promulgated in the usual way at the University.

Please read carefully and follow up on the latest information. Take care of yourself and each other!

Budapest, 17 September 2020

Dr. András Koltay
Rector

