



Rector-Chancellor Joint Circular Nr. 2/2020. (IX. 1.)

ACTION PLAN

to organize activities related to study work and training at the Budapest University of Technology and Economics in the Fall Semester of the academic year 2020/2021, during the state of epidemiological preparedness ordered due to the epidemic situation caused by the new coronavirus

Effective date: September 1, 2020

Measurements and regulations repealed at the time of entry into force: Rector-Chancellor Joint Circular Nr. 1/2020 (VIII. 31.) on Action Plan to organize activities related to study work and training at the Budapest University of Technology and Economics in the Fall Semester of the academic year 2020/2021, during the state of epidemiological preparedness ordered due to the epidemic situation caused by the new coronavirus.

Important note: this document is translation of the official Hungarian document of Rector-Chancellor Joint Circular Nr. 2/2020. (IX. 1.). In case of any mistranslation or deviation between the Hungarian and English versions are recognized, the Hungarian version applies.

Revision:

- technical compliance: Directorate of Academic Affairs, Rector's Cabinet
Directorate of Student Services (HSZI), Chancellery
- legal compliance: Directorate of Legal Affairs

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Publisher: Dr. János Józsa Rector, Attila Kotán Chancellor

Pursuant to the authorization received in (5) of Section 41 of the Organizational and Operational Regulations of the Budapest University of Technology and Economics, pursuant to (2) of Section 13 of Act CCIV of 2011 on National Higher Education (as Rector), pursuant to (2) of Section 13/A of Act CCIV of 2011 on National Higher Education (as Chancellor), in order to reduce the risk of the coronavirus epidemic, to protect the life, health, personal, property and legal security of university citizens, and to ensure the sustainability of study activities, and taking into account the measurements prescribed in “Sectoral Recommendation for the Organization of Higher Education Training in State of Epidemiological Preparedness” issued on September 1, 2020, the following joint circular is issued:

ACTION PLAN

to organize activities related to study work and training at the Budapest University of Technology and Economics in the Fall Semester of the academic year 2020/2021, during the state of epidemiological preparedness ordered due to the epidemic situation caused by the new coronavirus

I. Introductory provisions

1. The scope of this Action Plan extends to all natural persons residing in or intending to enter the territory of the Budapest University of Technology and Economics (hereinafter: the University).
2. The Government Decree Nr. 283/2020. (VI. 17.) issued by the Government of Hungary declared a state of epidemiological preparedness¹ in the whole territory of Hungary. The Ministry of Innovation and Technology, with the authorization received in (3) (b)² of Section 64 of the Act CCIV of 2011 on National Higher Education, issued provisions to higher education institutions, entitled “Sectoral Recommendation for the Organization of Higher Education Training in State of Epidemiological Preparedness” (hereinafter: Sectoral Recommendation).
3. The Sectoral Recommendation
 - a. stipulates that the higher education institution must have an institutional action plan for epidemiological preparedness, to which the Budapest University of Technology and Economics complies with by this Action Plan; and
 - b. in Section 1.10. authorizes the Rector to issue further specific instructions within the framework of legislation and the sectoral recommendation, and

¹ The provisions applicable in the event of a state of health crisis are set out in Chapter XIV of Act CLIV 1997 on Health.

² Nftv. 64. § (3) The tasks of the Minister related to the development of higher education – with the assistance of the Minister responsible for the coordination of science policy – are: b) *to examine training problems in higher education, to develop solutions, to create professional conditions for national student competence measurement,*

- calls on the institution to continuously supplement and update their internal regulations in line with the epidemic situation;
4. The purpose of this Action Plan is to establish a uniform procedure for the completion of certain activities of the University during the state of epidemiological preparedness, to reduce the risks associated with the coronavirus epidemic.
 5. Compliance with the provisions of this Action Plan is mandatory for all persons residing in the University.
 6. The application, observance and compliance of the Sectoral Recommendation – with the exceptions included in this Action Plan – is obligatory in the entire territory of the University. Deviations from the requirements of the Sectoral Recommendation may be made if expressly provided for in this Action Plan. If this Action Plan sets a stricter requirement (higher level of protection) than the Sectoral Recommendation, the Action Plan shall apply.

II. General protection measures

1. Only healthy persons who do not show symptoms of coronavirus infection may enter the University. Each person is obliged to check the symptoms on a daily basis before entering the University. Persons showing symptoms shall report the fact of having symptoms as follows:
 - a. employee or person in a legal relationship with the University (hereinafter collectively: employee) shall immediately notify his/her immediate superior of the fact of having symptoms;
 - b. student shall declare the fact of having symptoms in the study administration system (NEPTUN) on the form provided for this purpose (request Nr. 088).
2. A person who detects symptoms on himself/herself is prohibited to enter the University within 14 days (home quarantine) after reporting the symptoms, unless a molecular biological test performed twice within 5 days, at least 48 hours apart, in accordance with professional health regulations – SARS-CoV-2 test – confirms with a document in Hungarian or English that the SARS-CoV-2 coronavirus was not detectable in his/her body at the time of the test.
3. If the SARS-CoV-2 test confirms the infection
 - a. the employee shall immediately notify his immediate superior of this fact;
 - b. the student reports this fact in the study administration system (NEPTUN) on the form provided for this purpose (request Nr. 088).
4. The University shall notify the epidemiological authority of the confirmed coronavirus infection.
5. If an employee is unable to enter the territory of the University due to the presence of symptoms or a confirmed infection, he / she shall perform his / her

duties within the framework of working from home (home office), if his / her state of health and the duties to be performed allow.

6. If the student is unable to enter the University due to the presence of symptoms or a confirmed infection, he / she shall participate in the education in the framework of distance learning, if his / her state of health allows.
7. It is mandatory to maintain a safety distance of at least 1.5 meters in the University's internal community premises (corridor, gangways, catering areas, libraries, customer rooms, other residing rooms) [Sectoral Recommendation: 1.4.]
8. Wearing of protective mask covering both the mouth and the nose (hereinafter: mask or protective mask) is mandatory throughout the University, indoors, as well as at outdoor events [Sectoral Recommendation: 1.3.].
9. Adherence to personal hygiene requires necessary and responsible civic behaviour on the part of all citizens of the University. This includes frequent soap or alcohol hand sanitization, adherence to cough etiquette and avoiding unnecessary contact with the face, and adherence to the rules for using the mask covering mouth and nose. Whenever possible we draw the attention of all persons visiting the University to the observance of the hygienic rules, and we expect the law-abiding behaviour. In order for the visitors of the University to be able to participate in education and work at the appropriate physical distance, the University publishes signs about this, and places hand disinfection equipment and draws attention to them with a visible sign (painting, warning signs) (in libraries, canteens, catering areas, study offices, etc.).
10. In high-traffic public areas (e.g. corridors, elevators, staircases, restrooms, kitchenettes), the University – through the organizational unit responsible for cleaning the area – assures cleaning of the often used (touched) surfaces with a virucidal surface disinfectant of appropriate intensity and frequency.
11. In order to reduce the concentration of possible pathogens indoors - even in the case of the use of artificial ventilation - special attention should be paid to continuous and regular natural ventilation with increased intensity, opening of doors and windows, the implementation of which is the duty of room users.
12. In order to protect the health of persons visiting and working in sports facilities, the facilities may be visited during the state of the epidemiological preparedness only if the following measures are complied with:
 - a. Sports facilities may be used at everyone's own risk; only healthy person who shows no symptoms of coronavirus disease can enter, including service staff, coaches and instructors.
 - b. Due to the protection measures related to the coronavirus epidemic, a declaration prepared to supplement the rules of use of sports facilities must be filled in by all entrants and thus the entrant signifies the acceptance of the rules. Upon entering the facilities, the staff monitors the body temperature of the visitors.

- c. Visitors are obliged to disinfect the used equipment before and after training with a disinfectant placed for this purpose.
 - d. To protect guests, renting of towels, jerseys and shoes as well as sauna use are suspended. All visitors are required to use their own towels and follow proper hygiene regulations. Failure to comply with these security measures will result in refusing the guest entry by the operator of the sport facility.
 - e. Small-group sessions are preferred; the number of participants is reduced, it is derived based on the capacity of the rooms and taking the required safety distance into account, so that the participants can take part in sports sessions at the sufficient safety distance from each other. When scheduling sessions, more emphasis is put on tasks that can be accomplished without physical contact. Comprehensive information for coaches and sports professionals is provided.
 - f. The operators of the sport facilities provide guests with an extended opening hours as follows: Monday to Friday from 06:00 to 24:00, Saturday and Sunday from 07:00 to 22:00.
 - g. The operators of the sport facilities shall take care of the complete cleaning of common areas, such as changing rooms, showers and other rooms.
13. A person who violates the regulations, by his behaviour endangers those around him (e.g. coughs to others), does not wear a mask despite the regulations or does not wear it properly (covering both mouth and nose), or does not intentionally maintain the prescribed safety distance, should be called to stop the act. If the summons is unsuccessful, the Department of Property and Institutional Security shall be notified. The staff of the Department of Property and Institutional Security will take the necessary measures.
14. In order to maintain the safety distance and to prevent gatherings, certain classrooms on the University premises must be kept open on teaching days from 7:30 am to 8:00 pm, so that students – while maintaining the safety distance – can stay in the unused classrooms.

III. Special provisions for the organization of education

1. During the in-person study activities – except for laboratory practice, field practice, measurement practice, internship – the maximum number of student simultaneously present in the classroom is limited so that a safety distance of at least 1.5 meters is ensured between students in all directions. It is mandatory to wear mask in the classroom. [Sectoral Recommendation: 2.1.] The faculty providing the specialization (programme) may establish a smaller limit of student number, which decision shall be also observed by other cross-teaching faculties.
2. During the in-person study activities, the general protection measures set out in Section II shall be observed and complied with. It is the instructor's responsibility to ensure the compliance with the measures.
3. In-person study activities may be held only in a room (classroom, laboratory) where increased intensity of natural (re) ventilation and fresh air supply is provided.
4. The organizational unit (department) responsible for the classroom should endeavor to clean the classrooms used for in-person activities with a virucidal detergent as often as possible.
5. The organization of courses in distance education work order is regulated by Section III of Rector's Circular Nr. 1/2020. (VII. 22) (hereinafter: Rector's Circular) with the following addition:
 - a. The criteria for assessing the applications set out in point 2 of Section III shall be established by the faculty responsible for the training; and
 - b. risk group shall mean the personnel defined in Annex 1 to this Action Plan.
6. In addition to the courses held in the form distance education work order, the possibility of attending in-person consultations in the form of small groups (maximum 5 people) must also be provided in case of student demand, and if the conditions allow.
7. Distance education can be *real-time*, when the study session is held through information systems at the time of the in-person study activity (e.g. live lecture, conference call in MS Teams or other similar platform) or *asynchronous* session based on independent student work, when the learning support materials published in the information system (written materials, recorded and reproducible audio, and audio and video recordings) are processed by the student according to his/her own schedule. For the latter type of session, a consultation must be provided in accordance with the provisions of the Code of Studies (CoS) (either on a scheduled or off-schedule basis).
8. Students must be informed about the way of organizing the announced courses through the study administration system (NEPTUN) as follows:

In the study administration system (NEPTUN), it must be indicated in the "Comment" section of the courses announced in the semester 2020/2021/1 that

- a. whether the course takes place in the form of distance education (unless otherwise stated, it is considered an in-person course);
- b. in the case of a course is taken in the form of distance education, it must also be indicated that:
 - i. whether the distance education activity is real-time, in which case it can only take place at the scheduled time of the course, and the information system where the study activity can be followed in real time must also be provided;
 - ii. whether distance education activity takes place in asynchronous form, and the information system where learning support materials are available should also be provided.

The information obligation can also be fulfilled by the educational organizational unit by creating separate courses for distance education.

9. In the form of a mixed (organized by providing simultaneous in-person and distance education study sessions) educational form developed in accordance with the Rector's Circular and this Action Plan, taking into account the large number of students staying at the University and the transfer capacity limit of the university IT infrastructure, real-time distance education study activities cannot be held.
10. A real-time distance education study activity can be held if the University is fully transitioning to distance education work order.
11. Student who – on the basis of the Rector's Circular – has been granted permission to pursue his / her studies in the framework of distance education shall immediately notify the instructors of the courses he / she has taken of this fact.
12. The general protection measures apply to the students and lecturers participating in any practical training and internships held at the University during the Fall Semester. The following requirements must be observed during the practical training:
 - a. Before starting the practical training, it is mandatory to prescribe soap hand washing or alcoholic hand disinfection, the conditions of which must be provided at the training site. During the training, it is recommended to maintain a protective distance of 1.5 meters, wearing a mask is mandatory.
 - b. Compulsory pre-training education (fire and occupational safety, data protection and hospital hygiene trainings) should be provided online if possible. If this is not possible, it must be organized in accordance with the rules for in-person sessions.
 - c. It is necessary to prepare the schedule of students in advance, thus reducing the number of students simultaneously present. On the first day of the practical training, the student must undergo pre-triage (preliminary risk assessment).

- d. During the internship and practical training, the instructor's primary duty is to continuously monitor the proper use of personal protective equipments.
 - e. During the practical training, the devices are disinfected with a virucidal surface disinfectant by the instructor or a person authorized by him / her, provided that this does not damage the devices.
 - f. The rules for internships and practical training must be followed both at the internal and external training sites. Surface disinfection must be provided between groups of students in the rooms.
13. During the in-person laboratory exercises, it is recommended to maintain a protective distance of 1.5 meters, and wearing a protective mask is obligatory. At the end of the laboratory practice, the instructor in charge of the practice is obliged to clean the used devices with a virucidal disinfectant, provided that it does not damage the devices. If the device cannot be disinfected, the educational unit (department) provides students with disposable protective gloves during the laboratory practice.

IV. Special rules for attendance and written assessments of academic achievements

1. In the course of assessments of academic achievement, the general protection measures and the measures set out in Section III shall be complied with and shall be enforced to comply with. Prior to the assessment of academic achievement, participants shall be informed about the protection measures in written form (message sent through the study system) and orally on the spot [Sectoral Recommendation: 4.6.].
2. The place, date, method of the assessments of academic achievements requiring the personal presence of the students, as well as the identification data of the students assigned to them must be published in the assessment plan through the study administration system (NEPTUN), according to the CoS.
3. Only a healthy, asymptomatic person may take part in the assessments of academic achievements [summative assessment, oral report, written exam, oral exam, complex exam] requiring the personal presence of the students. The instructor conducting the performance evaluation is obliged to follow the Sectoral Recommendation [Sections 4.1 to 4.7 of the Sectoral Recommendation]. During the pre-triage, the answers to the questionnaire according to Annex 2 and the student's body temperature must be recorded for each student. A student who answers yes to any of these questions should be immediately isolated and the Department of Property Protection and Institutional Security shall be notified in order to enforce the procedures of the National Center for Public Health [Sectoral Recommendation: 5.8.]. The recorded data must be kept in the archives of the educational organizational unit for 28 days and must be presented to the inspector upon inspection.

4. In the case of oral or practical assessment of academic achievement, a time schedule shall be established and a maximum of two students per assessment teacher may be present at a time. During performance evaluation involving the use of a device, the device must be disinfected after each student.
5. In the case of a written assessment of academic achievement, the deadline for the publication of the results of performance evaluations prescribed in the CoS is extended with the mandatory waiting period [Sectoral Recommendation 4.3.].
6. For the corrected and evaluated written assessments, if done on paper-based data carrier, access for review shall be provided in accordance with the provisions of the CoS. During the personal presence review, the paragraphs 3-4. shall be accordingly applied.
7. During the assessments of academic achievements held in the form of distance education work order, until otherwise decided, the procedure established in the Spring Semester of the academic year 2019/2020 shall apply.

V. Requirements for registration, academic year opening ceremony and other events

1. In accordance with the Sectoral Recommendation, the University requires all students enrolled in an active semester – if the student visited or stayed abroad during the two weeks prior to the start of the academic year or during the semester – to declare the observance of the provisions contained in Government Decree 341/2020 (VII.12.) on travel restrictions during the state of epidemiological preparedness, through request submitted in the study administration system (NEPTUN).
2. The University provides electronic enrollment for all admissions who have a Customer Portal (Ügyfélkapu) registration. Enrollment requiring a personal presence will only be organized by the University for admitted applicants who
 - a. do not have or do not intend to use Customer Portal registration; or
 - b. are non-Hungarian citizens.

Complying with general security measures is required when enrolling in person.

3. At the central opening ceremony of academic year, general protection measures according to Section II shall be complied with, therefore, the total number of participants simultaneously staying in one place (Hall of Central Building) may not exceed 200 people. The organizational unit responsible for the organization of the opening ceremony may set a lower participant limit.
4. In the case of academic year opening ceremony organized by a faculty
 - a. it may be kept only in premises where natural ventilation is provided at all times;

- b. the total number of persons simultaneously present in one place (indoors or outdoors) must be determined in such a way as to ensure a safety distance of at least 1.5 meters between the participants; and
 - c. it is mandatory for the participants to wear mask.
- 5. For the graduation events to be held during the Fall Semester, the provisions of paragraph 3-4 shall accordingly apply. Potential guests must also be included in the number of participants.
- 6. Jubilee graduation ceremony cannot be held, given the increased risk of the concerned persons due to their age.
- 7. Student and other events – not directly related to education – requiring the personal presence of the participants may be held at the University only in particularly justified cases, with the joint permission of the Rector and the Chancellor. During the events, the general protection measures of Section II must be comply with and enforced to comply with, which is the duty and responsibility of the organizer [Sectoral Recommendation: 6.4, 6.5. and 6.6.].

VI. Dormitory accommodation measures

In view of the circumstances caused by the epidemic risk, the summer residential period of 2020 and for the Fall Semester of the academic year 2020/2021, the dormitory accommodation of the students is ensured by accepting the following conditions:

1. Students are required to act in accordance with basic epidemiological protection measures in the area of dormitories (in particular: wearing a mask, maintaining a protective distance of 1.5 meters, staying in a room with as few people as possible). The student or any person in the dormitory is obliged to provide his / her own protective mask.
2. It is forbidden to hold events in the area of dormitories.
3. The board meetings of the Student and Doctoral Student Councils fixed in the statutes do not count as events, especially the meetings of the student representation of the faculty, as well as the professional extracurricular activities of active circles, professional colleges and competition teams. These board meetings shall not last longer than one and a half hours or, if so, shall be followed by a break of at least one hour and the room shall be ventilated.
4. A student may receive only one pre-determined person as a guest during a given dormitory period. The data of the guest to be received by the student must be recorded by the student in the Dormitory Unified Admission and Information System (KEFIR) in the form designated for this purpose. A guest admitted to another inmate will be subject to disciplinary action.
5. Upon moving in, the student must complete a questionnaire, based on the results of which the University may require the student to perform a SARS-CoV-2 test (PCR test). In case of positive test results, the student can move into his / her place only if he / she has two negative tests repeated within 48 hours.

The University may refuse to move in if the negative tests come from an unreliable source or there is a suspicion of fraud.

6. If a student recognizes any symptoms of the coronavirus, he / she is obliged to report it to the caregiver immediately and to stay in the community areas of the college as little as possible.
7. The student is obliged to indicate if he / she notices any extra cleaning needs in his / her room, or in the common areas of the dormitory. He/she must also indicate if the hand sanitizer has run out somewhere.
8. Until further measures, nearly 5% of the places in the University's own dormitory buildings are not utilized. These places will not be allocated in the Fall Semester of the academic year 2020/21.
9. During the dormitory admission procedure for the Fall Semester of the academic year 2020/21, the first-year students' room assignment should strive to ensure that students are arranged in the rooms based on their specialization, as much as possible.
10. When entering the territory of dormitories, the body temperature of the person entering must be checked once a day.
11. If a student is suspected of being infected, the dormitory caretaker, or in case of impediment, the dormitory mentor on duty must immediately arrange for the student and his / her roommates to be placed in a separate room, complying with the appropriate protection measures. The person acting must report the case to the director of the Directorate of Student Services, who shall comply with his / her obligation to report the suspected cases to the territorially competent epidemiological authority.

VII. Dormitory infrastructure measures

Taking into account the official recommendations effective during the state of epidemiological preparedness, the University dormitories are opened with the following protection measures:

1. Surfaces frequently touched by dormitory residents, such as cabinets, handles, knobs and light switches, must be disinfected, and care must be taken to ensure the cleanliness of bathrooms and restrooms.
2. Information and precautionary stickers must be displayed in common areas and rooms (washbasins, corridors, etc.).
3. In justified cases, taking into account the risk of the epidemic, dormitory services may be restricted, and certain persons may be excluded if they are at risk of being infected with the coronavirus.

VIII. Measures for the dormitory accommodation of foreign students

1. Foreign students receiving dormitory places are accommodated in accommodation rented by the University from an external service provider (hereinafter: rented dormitories).

2. Requirements set out in Section VI shall also apply to rented dormitories.
3. The University shall, if absolutely necessary, ensure the accommodation of foreign students in home quarantine in rented places.
4. If a foreign student is suspected of being infected, the operator of the rented dormitory shall immediately take measures to isolate the student concerned, at the same time notifying the director of the Directorate of the Student Services and the competent epidemiological authority.
5. If a student requests a SARS-CoV-2 test (PCR test), he / she must report this need to the BME International Mentor Team.
6. Students who have been placed in official house quarantine by the competent epidemiological authority may leave their accommodation units (consisting of the living room and the associated social block) only with the permission of the quarantine authority.

IX. Final provisions

1. The provisions of this Circular shall enter into force on 1 September 2020, in the second hour after its publication.
2. The Rector-Chancellor Joint Circular Nr. 1/2020. (VIII. 31.) is repealed.

Budapest, September 1, 2020

Dr. János Józsa
Rector

Attila Kotán
Chancellor

Annex 1 – Risk groups

Based on the information³ from the National Center for Public Health, the Budapest University of Technology and Economics defines the group at risk in connection with the COVID-19 epidemic as follows:

It belongs to the risk group who

- a) past 65 years;
- b) suffers from a chronic disease [respiratory, circulatory (cardiovascular) diseases, diseases of the excretory organs (especially: kidneys), diseases of the metabolic organs (especially: liver), autoimmune diseases, cancers];
- c) is undergoing treatment with a significant effect on the immune system and general physical condition (immunosuppressive therapy, radiotherapy and chemotherapy, etc.) and is therefore more susceptible to infections;
- d) is immunocompromised (e.g. HIV infection) or has another infectious disease (e.g. hepatitis);
- e) is pregnant; obsession
- f) raises an incapacitated minor child.

³ <https://koronavirus.gov.hu/cikkek/az-idosek-es-kronikus-betegek-szamara-legnagyobb-veszely-de-fiatalok-elkaphatjak>

Annex 2 – Risk screening (pre-triage) questionnaire for entering BME, for in-person assessment of academic achievement

1. Have you recognized any of the symptoms listed below in the last three days?
 - a. fever (body temperature above 37.5 ° C);
 - b. headache, malaise, weakness, muscle aches;
 - c. dry cough, shortness of breath, rapid breathing;
 - d. sore throat, loss of smell / taste;
 - e. nausea, vomiting, diarrhea?
2. Have you been in contact with a patient with a confirmed coronavirus infection in the last 14 days?
3. In the last 14 days, have you had any contact with a person who has been placed in official quarantine on suspicion of coronavirus infection?
4. Have you been abroad or received a guest from abroad within 14 days?
5. In the last 14 days, have you had contact with a person who had a fever, cough, or shortness of breath?

If necessary, a SARS-CoV-2 test (PCR test) is recommended.

The data collection will take place using the following form:



BME_Pre-triázs-kérd
őív.xlsx