Provisions of the 19/2020. (III. 13.) Presidential Committee to Reduce the Risks of Spreading the Coronavirus

The purpose of issuing this provision is to expand and coordinate the measures taken by the university in connection with the coronavirus outbreak based on governmental guidelines. In the situation caused by the coronavirus outbreak, the Presidential Committee asks the university citizens to help avoid unnecessary risks through responsible behavior, personal leadership, and the following measures.

**Educational Measures**

1. §
   (1) Switching to distance learning and the resulting change in the duration of the study break and the spring break together necessitated a rescheduling of the semester’s academic calendar. Please find the new academic calendar in the 1st attachment in a weekly breakdown, and in the 2nd attachment in a daily breakdown.
   (2) The main components of the change include:
      a) rector’s break: March 12th-14th
      b) spring break: March 16th-22nd
      c) start date of distance learning: March 23rd
      d) intensive course week: May 11th-15th
      e) deadlines for the submission of thesis work: BA/BSc: May 18th; MA/MSc: May 19th; postgraduate specialist training course: May 20th the submission deadlines cannot be further extended under a separate procedure.
      f) deadline for the evaluation of the thesis and uploading results to the Neptun system: June 15th
      g) final examination period: BA/BSc: June 22nd-26th; MA/MSc: June 29th-July 3rd
      h) internships and dual training may continue, where possible, in consultation with the cooperating partner.
   (3) The Vice-Rector for education will issue detailed instructions to those concerned via direct email about the responsible personnel and deadlines for the tasks of the transition to distance learning.
   (4) The Vice-Rector for education will send a detailed letter to students about the questions concerning the distance learning period in consultation with the Students’ Council.
   (5) Those students participating in exchange programs are advised to follow recommendations of the Tempus Public Foundation with the university reinforcing that, those students who have not started their exchange semester yet, should not travel.

**Student Administrative Matters**

2. §
   (1) There will be no student administration during the spring break. Student service is provided in highly justified cases and only electronically (in the case of Hungarian language training, to the e-mail address hallgatoi.iroda@uni-corvinus.hu and in the case of non-Hungarian language training to student.office@uni-corvinus.hu). Instructor service is also provided in highly justified cases and only electronically (in the case of Hungarian language training, to the e-mail address
hallgatoi.iroda@uni-corvinus.hu and in the case of non-Hungarian language training to student.office@uni-corvinus.hu).

(2) From the date of issue of this provision until revocation, the administration of studies, including the administration of admissions, and the provision of student services and teaching services shall be conducted exclusively by electronic means (in the case of Hungarian language training, at student.office@uni-corvinus.hu).

(3) Students must submit all their applications in accordance with the provisions of the Study and Examination Rules, where the Student and Examination Rules provide for the submission of a paper based application, they shall submit their application to one of the two e-mail addresses given above provided (including a signed, dated and scanned copy). Due to the changed scheduling of the academic year, the Presidential Committee may establish rules of procedure which differ from those set forth in the Student and Examination Rules.

(4) Students may only initiate electronic administration from the e-mail address .................... @ stud.uni-corvinus.hu. Instructor administration can also only be done from an official university email address. Requests from other email address will be rejected without further examination.

(5) Students shall declare in the body of the e-mail sent that, in full knowledge of his or her criminal responsibility all the information contained in the documents submitted is true.

(6) Without violating the measures above, if an official document is needed through official administration the students needs to be informed that in case of a direct inquiry by the authorities, then the university can send the needed documents to the authorities.

Operation of Libraries

3. §

(1) From the date of publication of this provision, the Library of the University shall suspend the reading rooms and personal lending services at its premises in Budapest and Székesfehérvár until revocation, but online services shall continue to be available. For books that have already been borrowed, the loan deadline will be extended with the suspension of library services.

Opening hours of educational buildings and operation of services

4. §

(1) During periods of school holidays and distance learning

a) students may not visit the University's educational facilities. If they have a work relationship with the University (e.g. commission agreement, student employment contract), Article 6 of this provision shall apply to the student.

b) educational activities (e.g. consultations) with the personal presence of students are not allowed outside the University buildings either;

c) staff may use their workplaces during the hours determined by their employers;

d) the educational buildings shall be closed on Saturdays and Sundays

e) permits allowing entrance into the buildings outside opening hours are revoked, however, the Chancellor may grant permission to stay in the building as long as it is necessary for the operation of the University infrastructure

f) The Faculty Club shall close, the canteens shall operate to the extent determined by the operators and following the notification of the Chancellor.
g) the sports facilities will remain closed.

**Operation of the dormitories**

5. §

(1) During the break and the distance learning period

a) Hungarian students, including those from outside the borders of Hungary are not allowed to stay in the dormitories. The dormitory must be left by March 14th, 2020 10 a.m. In especially justified cases exceptions shall be possible with the Rector's permission, for which requests may be submitted immediately or the latest by the above date to the following e-mail addresses:

   i. Tarkaréti Dormitory: tarkakolitikarsag@uni-corvinus.hu
   ii. Kinizsi Dormitory: kinizsikoli@uni-corvinus.hu
   iii. Földes Ferenc (Ráday) Dormitory: eszter.tamas@uni-corvinus.hu
   iv. Székesfehérvári Campus Dormitory: szc.kollegium@uni-corvinus.hu

The requests shall be decided upon by March 16th, 2020, 4 p.m. Requestors may stay in the dormitory until the decision.

b) International students are allowed to stay in the dormitories, nonetheless, they are advised to go home if possible. In case they cannot do so, they should submit a Neptun request about their wish to stay.

(2) Dormitory residents have received detailed information via email about the above.

**Employment provisions**

6. §

(1) Present provisions authorize those with employer rights to determine working schedules relating to all employment contracts (hereinafter referred to as staff) during the distance learning period, which should aim at organizing home office arrangements, each department should provide on-call services as minimum-level operation according to summer holiday on-call schedules.

(2) In order to maintain basic work activities employers may organize work according to the following schedules, during which staff must be available:

   a) those working at the premises of the University according to their rota schedules
   b) instructors according to their teaching engagements, with particular reference to instructions in Article 1 § (3)
   c) those working in fixed or flexible schedules between 9 and 12 a.m. and 2 and 5 p.m. in case of home office
   d) University management and members of the operational working groups in person at pre-arranged times, and via telephone 0-24 must be available.

(3) All members of staff must monitor university correspondence between 8 a.m and 8 p.m., and, with reference to the pandemical situation, follow the instructions.

(4) In home office, own computers as well as those provided by the University may be used, provided that the data protection rules are appropriately complied with.
(5) In-person work meetings should be minimized, and preferably use electronic communication.

(6) Holidays, sick leave and leave benefits are provided as per usual.

**Event restrictions**

7. §

(1) As of the commencement of present provisions the President’s Committee shall postpone all events which are collectively subject to the following conditions:

a) were to be held in the period between present provisions’ entry into force date and April 30, 2020;

b) were to be held in the buildings of the University, or at other venues but organized by the University;

c) and the anticipated number of participants exceeds 50.

(2) On the occasion that the postponement, or, if that is not possible the cancellation of such events should have immediate and unavoidable financial repercussions, these shall be compensated from the University’s central budget.

**Travel restrictions**

8. §

(1) All travels to and from the countries included on the WHO registered cases list shall be suspended for the period of sixty days commencing on the day of present provision’s entry into force. These travels shall be cancelled by the Chancellor’s Office parallel to the notification of those wishing to travel.

(2) In case of the expansion of the above detailed regions, all further regions shall be included in the list of countries to which travel is not possible for sixty days following the entry to the list. Those travels shall immediately be cancelled.

(3) In case a country is cleared and ceases to be on the list, and the travel plan is still valid, the travel should be initiated again and it shall be reorganized with conditions as similar to the original as possible.

(4) It is important to note that the sixty-days-moratorium may lengthen as is subject to the coronavirus pandemic situation, so it is advised to plan later travel in especially justified cases only, as these may also be subject to cancellation.

(5) In case of travel initiated and thus cancelled before the publication of present provisions, all expenses resulting from cancellation shall be covered by the University’s central budget.

**The order of procurement and other commitments**

9. §

(1) During the emergency, please limit the order of procurement and other commitments, only formulate the most necessary needs. Requests need to be signed, scanned and sent to beszerzes@uni-corvinus.hu via email.
Rules of procedure

10. §

(1) The University sets up four operational work teams, headed by:
   a) Educational-academic work team – Lajos Szabó, Károly Mike
   b) Student Services work team – Péter Major
   c) Employee work team – Andrea Skaliczky
   d) Work team responsible for infrastructure – Gábor Czinderi

(2) Governing body of operative work teams:
   a) Leader: Lívia Pavlik
   b) Members: referred to paragraph (1), leaders of the work teams, and also Kata Apáti-Tóth, Barbara Bíró and János Mogyorósi.

(3) The leaders of the work teams are responsible for convocation of the working groups and the chancellor is responsible for convocation of the governing body.

Provisions of entry into force

11. §

(1) This provision shall enter into force on March 13th, 2020, and at the same time the previously issued 15/2020 (III.9); Provisions 16/2020 (III.10) and 18/2020 (III.12) shall hereby expire.

(2)

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<th>Prepared by:</th>
<th>Lívia Pavlik, Chancellor</th>
<th>March 13th 2020</th>
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<tr>
<td>Reviewed by:</td>
<td>Gábor Czinderi, Leader of infrastructural services</td>
<td>March 13th 2020</td>
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<td>Lajos György Szabó, Vice-rector of education</td>
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<td>Barbara Bíró, Legal Leader</td>
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<td>Marica Sárközi-Kerezsi,</td>
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