



Corvinus University of Budapest
Budapesti Corvinus Egyetem

Corvinus Covid Regulation

Handbook of the Corvinus University of Budapest



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1. Entry requirements and regulations for the premises of the university



1.1. MASK WEARING

1.1.1. On the entire premises of the university, masks must be worn indoors by students, teacher and all university staff. A safe distance of one and a half metres must be maintained in all classrooms, but if the features of the classroom do not allow it, we urge adherence to the mask wearing rule. Please observe the distance of one and a half metres at the buffets and vending machines.

1.1.2. Please follow the steps below and pay attention to the correct use of the mask:

- Before touching the mask, wash your hands and disinfect them with soap.
- If you wear a surgical mask, make sure it is the right side up - surgical masks usually have a thin metal thread in the top part.
- Put on the mask so that it covers both the nose and mouth properly. If your nose is not covered by the mask, then it serves no purpose.
- Avoid any contact with your face and mask.
- If you want to remove the mask, take it off by the straps, by no means hold onto the mask itself.
- After removing the mask, it is recommended to wash and disinfect your hands once again.

1.2. ENTRY AFTER TEMPERATURE MEASUREMENT ONLY



Identically to the national protocol, from October 5, 2020, each buildings of the university can be entered only after temperature measurement, if your measured body temperature does not exceed 37.8 °C. This method has only been in use in dormitories, but from now on, fever testing is going to be mandatory when entering university buildings.

If someone is unable to enter the building due to fever, we recommend seeing your GP immediately or, in the case of a foreign student, contact your insurer, doctor or the University Health Service as described in our relevant factsheet.

You can enter building E through the south entrance (from the side that faces building C) and building C through the main entrance, as all the other doors are kept closed. For the reception of the parking lot and the side entrance of the library not being accessible, entrance cards to them are going to be blocked until this measure is revoked. Entry to Sóház is still possible through the entrance on the side of the Danube, and the buildings in Székesfehérvár are also accessible through the usual entrances.

1.3. RESPONSIBILITIES OF STUDENTS, TEACHERS AND OTHER UNIVERSITY STAFF

1.3.1. Only enter the premises of the university if you do not experience any signs of the new coronavirus (COVID-19) disease.

According to the WHO, the most common symptoms of the disease are:

- Fever
- Dry cough
- Fatigue



Severe symptoms:

- Shortness of breath, breathing difficulties
- Chest pain
- Inability to speak and move



Less common but typical symptoms:

- Sore throat
- Diarrhoea
- Headache
- Loss or change of taste and smell
- Rash
- Muscle pain
- Conjunctivitis



1.3.2. If you know that you have been in physical contact with a person or persons testing positive of the coronavirus, start the required 10-day voluntary home quarantine.

1.3.3. If you are a **resident of Hungary** and you are also experiencing symptoms, contact your GP and discuss the need for testing. You can also request testing at several clinics in Budapest, the service is subject to payment.

If you are enrolled to our university within the **framework of the Stipendium Hungaricum scholarship programme**, in addition to the option specified in Section 1.3.2, please contact the Uniqua insurer contact person for further medical assistance.

If you are a foreign student, in addition to the option in Section 1.3.2, please contact the dedicated contact person indicated in your private insurance where you can be informed of your options for a further medical examination.

If you need further assistance, please contact our Specialist Healthcare Service! To protect against coronavirus, we operate a Specialist Healthcare Service in Office 79 of Building E. You can contact our medically trained staff on working days from 08:00 to 16:00, their task is to provide professional assistance in case of suspicion of coronavirus infection, as well as to take the necessary epidemiological measures. The qualified staff can help map symptoms in the event of a sudden malaise, and may call an ambulance or doctor if there is a strong suspicion of infection. There is an opportunity for students with milder symptoms, fundamentally for students from the countryside, to receive a through examination and advice at the clinic at Viola street. Our healthcare partner operates a telephone hotline outside of working hours, between 6:00 and 22:00, on the telephone number +36305225590. The specialist service also monitors the coronavirusinfo@uni-corvinus.hu e-mail address, but if correspondence containing personal information is required, it will contact those concerned from the corvinus@promedicina.hu e-mail address for data protection reasons.

1.3.4. Experts say the PCR test is the most reliable way to detect the presence of coronavirus in the body, but you should always consult your GP about the options available in the given moment.

1.3.5. If you are unable to come to the university due to a coronavirus infection or official quarantine, or because you are involved in a coronavirus contact tracking research, please notify us immediately at coronavirusinfo@uni-corvinus.hu (teachers are to advise their heads of department/institute).

1.4. COURSES

40
people

1.4.1. From September, only courses for up to 40 people will be held in person, with lessons for more than 40 people continuing to be held online.

1.4.2. Teachers should make all teaching materials available online even if the lesson is held in the classroom.

1.4.3. In offline lessons, it is up to the institutes and programme officers to determine the methods to follow. There may be examples of class splitting as well as the alternation of online and offline lessons. More detailed information can be requested from the department or from the course teachers.

1.4.4. Considering the epidemic situation, the rules for the order of education and the courses may change. Please continue to monitor our Facebook page and <http://uni-corvinus.hu> website for the latest information.

1.4.5. If you are a foreign student and you are unable to personally attend the university due to the virus situation, please always communicate with your teachers to fully ensure the progress of your studies and to clarify any questionable situations.



1.5. LECTURES

1.5.1. 'Large' lectures of more than 200 people are recorded in advance in the university studio, and the accompanying study materials are also post-produced. You can access these lectures online on the Moodle/Stream interface.

1.5.2. From the lectures held for 100-200 people, only those included in several courses, and the 24 (2 per institute), strategically highlighted lectures approved by the Deputy Rector for Education are recorded in studio quality. The other lectures are also pre-recorded, which the teachers make themselves as a video or subtitled presentation.

1.5.3. For courses between 40-100 people, it is possible to give both synchronous and asynchronous lectures. In the former case, the teacher logs in live online, at the time indicated in the course schedule, in the latter case they record the lecture in advance and put the link on Moodle; in addition, there is also an option for e-learning. If the teacher records the teaching material in advance, they will hold a consultation at the time of the lesson.

1.5.4. In all three cases mentioned above, it is true that the first four lectures must be uploaded to Moodle by 7 September, with the subsequent ones required two weeks prior to the original course schedule. Consultation is possible at the seminar for the lecture or, if not available, during the teacher's office hours.

1.5.5. If you are a non-resident student and you are unable to personally attend the university due to the virus situation, please always communicate with your teachers to fully ensure the progress of your studies and to clarify any questionable situations.



1.6. HUNGARIAN-LANGUAGE PRACTICAL TRAININGS AND SEMINARS

1.6.1. According to version 'A', the entire class participates in the course. This will be used in subjects where it is important for everyone to be present during the lesson simultaneously.

1.6.2. In version 'B', the course is divided into two parts. One week one half, and the other week the other half of the course will participate in the lesson in person. Those who do not participate in the classroom lesson on the given week will be given an assignment that can be completed individually or in a team, which they can report on in person the following week.

1.6.3. Version 'C' is very similar to version 'B', with the difference being that the group staying at home does not complete an independent task, but goes through the pre-recorded video or e-learning material of the teacher.

1.6.4. It is a requirement that the classroom can only be filled to half capacity. If this is not possible with version 'A', version 'B' or 'C' must be chosen. In addition, it will be mandatory to maintain a safe distance in all cases.



1.7. ENGLISH-LANGUAGE LECTURES AND SEMINARS

1.7.1. In the case of lectures in English, lectures for more than 60 people are recorded in studio quality, similarly to the Hungarian lectures for 200 people, and for lectures for between 40 and 60 people the teachers make the recordings themselves.

Lectures for less than 40 people are only held on degree programmes with lower numbers, here the teacher will have the competence to give a personal consultation and an interactive lecture.

1.7.2. Seminars in English are determined by the composition of the groups.

1.7.3. Students with a Hungarian residency are mostly studying in 'Version A', the majority will be able to participate in classroom lessons. However, there will also be an online group for those who do not live in Hungary and cannot stay in the country while border closures are in force.

1.7.4. 'Version B' comes into force when the group consists of Hungarian and foreign residents, roughly in a half and half ratio. In this case, the group is divided into two parts. One week, the Hungarian half of the group takes part in the classroom lesson, and those abroad are given an independent assignment. On the next week, those abroad can take part in an online streamed lesson, and the Hungarian group can complete tasks at home, independently.

1.7.5. 'Version C' will be relevant if the vast majority of the group is residing abroad. In this case, all lectures will be held online.

1.7.6. If you are a non-resident student and you are unable to personally attend the university due to the virus situation, please always communicate with your teachers to fully ensure the progress of your studies and to clarify any questionable situations.

1.8. SPORTS COURSES

1.8.1. The taking of your temperature will be mandatory before sports lessons and a risk questionnaire shall also be completed. For your own health and that of your peers, you can only participate in these activities if you have no fever and there is no risk of infection based on the completed questionnaire.

1.8.2. The use of all sports areas will be prohibited without teacher supervision.

1.9. EXAMINATIONS

1.9.1. We shall measure body temperature before each examination or written test, and a risk questionnaire shall also be completed. In case of fever or a risk factor, you cannot take part in the examination. In addition, for English-language subjects, we provide an online exam.

1.9.2. The questionnaire to be completed before the examination will be available through Neptun, and the taking of the temperature will be performed by the university.

1.10. STUDENT ADMINISTRATION

1.10.1. Student administration still remains primarily online, therefore we ask our students to send their questions and requests from their university e-mail address (firstname.familyname@stud.uni-corvinus.hu)

to the hallgatoi.iroda@uni-corvinus.hu e-mail address in the case of Hungarian-language trainings and to the student.office@uni-corvinus.hu e-mail address in the case of non-Hungarian-language trainings. If you are unsure of your university e-mail address, you can check your details on our own CUSMAN page.

1.10.2. Personal administration may be performed by prior arrangement during office hours, after booking an appointment. You can read more about the office hours on the website.

1.10.3. Enrolment of first-year students took place on schedule with a the presentation of personal documents. If the student was quarantined due to a COVID-19 infection or the suspicion thereof, they could also complete the enrolment and document presentation online. In this case, **they must also present the documents in person by 30 September.**

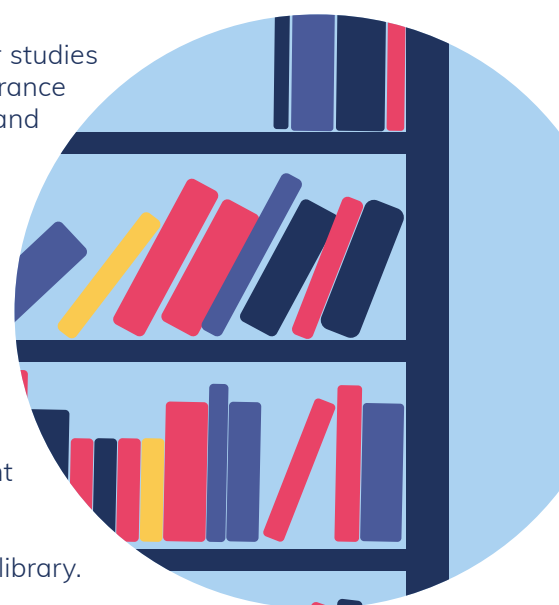
1.10.4. Stipendium Hungaricum scholarship students who started their studies in 2020/21 must send their scholarship contract and their UNIQA insurance application to the Stipendium Hungaricum Office, first electronically and then in printed form, in 3 copies, with an original signature.

1.11. LIBRARY

1.11.1. From September, reading rooms and borrowing will also be available for the members of the university both in Budapest and Székesfehérvár.

1.11.2. Those who are not members of the university but have already registered at the library are able to borrow after booking an appointment in advance.

1.11.3. New external members are currently not being accepted by the library.



1.12. POSTPONEMENT OF EVENTS

1.12.1 The leadership of the University has indefinitely postponed any event where the number of people is expected to be over forty and would have been held in one of the buildings of Corvinus or by Corvinus at an external location.

2. Regulations for dormitory premises

2.1. ENTRY INTO THE DORMITORY

2.1.1. Entry to the dormitory is only permitted after a preliminary temperature measurement, which is why automatic body temperature meters are placed at the entrances.

2.1.2. A risk assessment questionnaire must be completed on a daily basis, which is available in Neptun, among the applications.



2.2. IN CASE OF SUSPECTED INFECTION

2.2.1. Above a body temperature of 37.5 degrees Celsius, or in case of other risk factors, the student is isolated at the moment of detection, after which they must collect their most essential personal belongings in personal protective clothing and leave the dormitory for their Hungarian address or place of residence, or, in the case of cross the border Hungarians, the place indicated in their entry declaration. They must inform their general practitioner immediately of any symptoms.

2.2.2. If this cannot be done immediately due to the circumstances (for example at night), dormitories will provide accommodation for a maximum of 24 hours in a room reserved for isolation. This room is later disinfected with an ozone generator solution.

2.3. RECEIVING GUESTS

2.3.1. The residents of the dormitories are not allowed to receive guests during the virus situation.

2.4. RELOCATION IN CASE OF INFECTION

2.4.1. The dormitories have been operating at full capacity since September, however, the University can only accommodate students who can move to a Hungarian address or place of residence in the event of a dormitory closure or symptoms of Covid-19 infection. Accordingly, as a general rule, only students with a Hungarian place of residence may enter the dormitory.

2.4.2. Students from across the border can only move into the dormitories if they certify in a formal declaration that, if necessary, they can move elsewhere within 24 hours. This can be certified by the owner/lessor/user of the given Hungarian property.

2.4.3. Hungarian students arriving from abroad and cross the border Hungarian students can only move in if they have fulfilled their current quarantine obligation, there is no possibility of separate placement in the dormitories. The University cannot accommodate international students in a dormitory, they will be provided with distance learning.

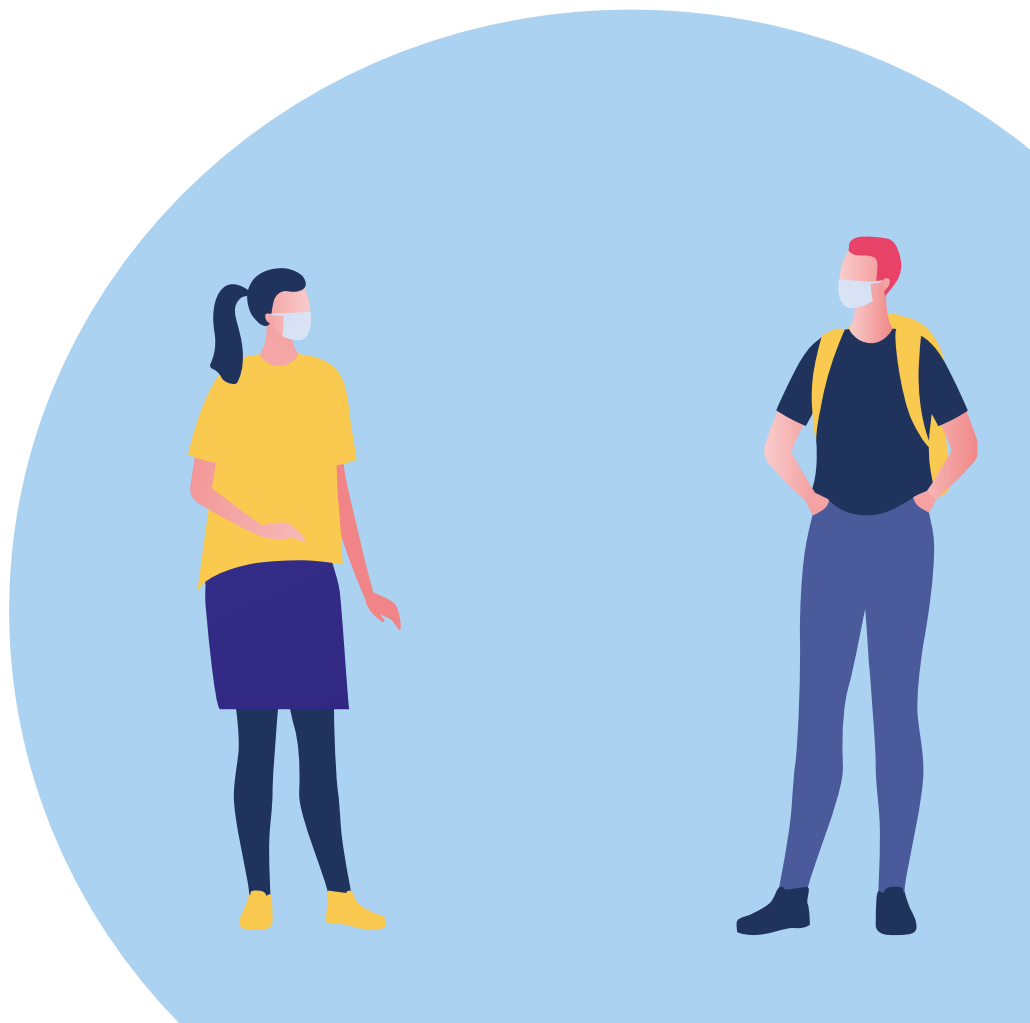
3. If you have interacted or been in contact with an infected or potentially infected person

3.1. CONTACT

3.1.1. Please indicate the situation that has arisen to the coronavirusinfo@uni-corvinus.hu e-mail address, then once you commence your voluntary quarantine, request for more information as needed, and wait for the authority to contact you. You have nothing more to do in this regard.

3.2. IF YOU ARE NOT RESIDING IN HUNGARY

3.2.1. If you are not in Hungary and you are at risk of infection, please also indicate this to the thecoronavirusinfo@uni-corvinus.hu e-mail address, and follow the local procedure. Before you travel to Hungary, please be sure to find out about the local and Hungarian official measures resulting from the virus situation.



4. Obligations of students returning and arriving from abroad

4.1. BEFORE TRAVELLING

4.1.1. Make sure you check the official websites (koronavirus@gov.hu) for information and to contact the competent Hungarian consulate (<https://www.kormany.hu/en/ministry-of-foreign-affairs-and-trade/missions>).

4.1.2. All foreign nationals are required to have adequate health insurance for the entire duration of their stay in Hungary.

4.2. QUARANTINE RULES

4.2.1. All our students returning home and arriving from abroad are asked **not to visit the university buildings and lessons for 10 days** after returning home, thus helping to defend against COVID-19.

4.2.2. In addition to the above, we ask our students to indicate the fact of absence to the coronavirusinfo@uni-corvinus.hu e-mail address.

4.2.3. Students are also asked to contact their teachers (through Neptun/via e-mail/Microsoft TEAMS) directly for the duration of their absence (whether it is due to an infection, voluntary quarantine, quarantine ordered due to contact tracking research) in case there is no online education available for them for the given training (Hungarian courses) and discuss the rectification of this directly; so that they are able to follow the course of education.

4.2.4. The epidemiological authority registers the person placed in the official home quarantine, and the competent police body regularly monitors compliance with the quarantine.

4.2.5. The violation of the quarantine obligation will result in termination of the student status.

4.2.6. The quarantine and quarantine-related rules constantly change, therefore you can read more about them in our information material titled 'Medical care procedure for the medical care of foreign (non-Hungarian) students related to COVID-19 infection', which can be found on the website.

4.3. STEPS TO BE TAKEN IN EVENT OF SUSPECTED OR CONFIRMED INFECTION

As a general rule, if you notice symptoms of coronavirus during your home quarantine after returning home, follow the steps outlined in Section 1.2. (Student Responsibility).

As the rules related to suspected or confirmed infections are constantly changing, you can read more about them in our information material titled 'Medical care procedure for the medical care of foreign (non-Hungarian) students related to COVID-19 infection', which can be found on the website.