

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS



Rector-Chancellor Joint Order Nr. 13/2020. (XI. 16.)

On the epidemiological protection measures of the Budapest University of Technology and Economics, to be applied during the state of emergency

Effective date: November 16, 2020

Measurements and regulations repealed at the time of entry into force: as defined the Order.

Important note: this document is translation of the official Hungarian document of Rector-Chancellor Joint Order Nr. 13/2020. (XI. 13.). 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

Responsible: Dr. Péter Bihari director for academic affairs, Gábor Nagy director of HSZI

Publisher: Dr. János Józsa Rector, Attila Kotán Chancellor

Pursuant to the authorization received in (1) 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, to implement the second-phase protection measures defined in the Government Decree Nr. 484/2020. (XI.10.), and to ensure the continuity and sustainability of study activities, and taking into account the measurements prescribed in “*Sectoral Recommendation for the Digital Organization of Higher Education Training in State of Emergency*” issued on November 12, 2020, the following joint order is issued:

Section 1 [*Personal scope of the order*]

- (1) The personal scope of this order extends
 - a) persons with a student legal status at the University (hereinafter: student);
 - b) a person who is no longer in a student legal status at the University in respect of the administration of his or her affairs related to the terminated student legal status (hereinafter: former student);
 - c) all organizational units involved in education or the organization of education, all instructors, researchers and teachers, as well as persons performing teaching and educational organization tasks (hereinafter collectively: instructor); and
 - d) persons who have a legal employment status at the University, as well as persons who work under a contractual legal relationship in the territory of the University (hereinafter collectively: an employee).
- (2) The personal scope of this order also extends to persons residing in the territory of the University or, in connection with the purpose of entry, intending to enter the territory of the University.

Section 2 [*Subject and territorial scope of the order*]

- (1) The subject of this order covers the epidemiological protection activities of the University.
- (2) The territorial scope of this order covers all institution areas of operation and training, as well as its premises, all facilities maintained and operated by the University, including the dormitories specified in the Remuneration and Allowance Regulations.

Section 3 [*Epidemiological Action Plan*]

- (1) Epidemiological protection at the University shall be organized and implemented in accordance with the provisions of the Action Plan set out in Annex 1.
- (2) Application, compliance with and enforcement of the measure of the “*Sectoral Recommendation for the Digital Organization of Higher Education Training in State of Emergency*” issued by the Ministry of Innovation and Technology as of 12 November 2020 (hereinafter: the Sectoral Recommendation) – with the exceptions included in the Action Plan – are mandatory throughout the University.
- (3) Deviations from the requirements of the Sectoral Recommendation may be made only if expressly provided for in the Action Plan. If the Action Plan sets a stricter requirement (higher level of protection) than the Sectoral Recommendation, the Action Plan shall apply.
- (4) Intentional violation of the provisions of the Action Plan shall result in disciplinary liability.

Section 4 [*Coordination of the epidemiological protection*]

- (1) The University has a Coordination Committee for the coordinated and effective organization of epidemiological control.
- (2) The Coordination Committee is chaired by the Rector and the Chancellor.
- (3) Members of the Coordination Committee
 - a. the Vice-Rectors;
 - b. the General Vice-Chancellor;
 - c. the Head of the Rector's Office (Head of Cabinet);
 - d. the Head of the Chancellery Office (Head of Cabinet);
 - e. the Director of Academic Affairs;
 - f. the Director of International Academic Affairs;
 - g. the Director of the Student Services Directorate;
 - h. the President of the University Student Representation; and
 - i. the Head of the Property Protection and Institutional Security Department.
- (4) The Director of Academic Affairs shall be the Secretary of the Coordination Committee.
- (5) The Coordination Committee shall propose to the Rector and the Chancellor the establishment of epidemiological measures and shall propose the Rector to take a decision.

Section 5 [*Amending provisions*]

The following documents shall be repealed:

- a) 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 epidemiological preparedness period ordered due to the epidemic situation caused by the new coronavirus, issued in Rector-Chancellor Joint Circular Nr. 2/2020. (IX.1.);
- b) modified 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, issued in Rector-Chancellor Joint Circular Nr. 3/2020 (IX.28.);
- c) Rector's Circular Nr. 1/2020. (VII.22.) on the organization of the Fall semester of the academic year 2020/21.

Section 6 [*Final and entry into force provisions*]

- (1) This Order shall enter into force on November 16, 2020.
- (2) This Order is maintained by the Rector's Office.
- (3) This Order is available on the central website of the University (www.bme.hu) on the “New information on the coronavirus” page, as well as on the website of the Rector's Office, at https://rektori.bme.hu/content/utasitasok_korlevelek_tajekoztatok

Budapest, 16 November, 2020.

Attila Kotán
Chancellor

Dr. János Józsa
Rector

ANNEX 1

ACTION PLAN

I. Introductory provisions

1. The Government Decree Nr. 278/2020. (XI. 3.) issued by the Government of Hungary declared a state of emergency in the whole territory of Hungary, and – in the Government Decree Nr. 484/2020. (XI.10.) on second-phase protection measures during the state of emergency – ordered further protection measures to be applied in higher education.
2. The Ministry of Innovation and Technology, with the authorization received in (3) (b)¹ of Section 64 of the Act CCIV of 2011 on National Higher Education, issued provisions to higher education institutions, entitled “Sectoral Recommendation for the Digital Organization of Higher Education Training in State of Emergency” (hereinafter: Sectoral Recommendation).
3. 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.

II. General protection measures

1. Only healthy persons who do not show symptoms of coronavirus infection may enter the University, if his/her body temperature does not exceed the level determined by the national chief physician, which is checked by the University by measuring body temperature before entering.
2. The University will refuse entry if the body temperature of the person intending to enter exceeds the prescribed value, or the person does not wear a mask or does not wear it properly.
3. 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 instructor shall immediately notify his/her immediate superior of the fact of having symptoms;
 - b. student, former student shall declare the fact of having symptoms in the study administration system (NEPTUN) on the form provided for this purpose (request Nr. 088).

¹ 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,*

4. A person who detects symptoms on himself/herself is prohibited to enter the University within 10 days (home quarantine).
5. If the coronavirus infection is confirmed, epidemiological isolation or surveillance (voluntary or official quarantine) is required, or if the infection has ceased or the employee or student has recovered from the coronavirus disease
 - a. the employee and the instructor shall immediately notify his immediate superior of this fact;
 - b. the student or former student reports this fact in the study administration system (NEPTUN) on the form provided for this purpose (request Nr. 088).
6. The University shall notify the epidemiological authority of the confirmed coronavirus infection.
7. If an employee or instructor is unable to enter the territory of the University due to the presence of symptoms, epidemiological surveillance or isolation (voluntary quarantine, official quarantine) or a confirmed infection, he / she shall perform his / her duties within the framework of distance working order (home office), if his / her state of health and the duties to be performed allow and the employer permits it.
8. Student or former student with the presence of symptoms, epidemiological surveillance or isolation (voluntary quarantine, official quarantine) or a confirmed infection, is prohibited to enter the University; and if the required position of the isolation is the dormitory, he/she is obliged to stay in the dormitory.
9. 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: 1.7.]
10. 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 [Sectoral Recommendation: 1.4.].
11. 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.).
12. 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.

13. 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.
14. Pursuant to Act I of 2004 on sports and sport facilities of universities, the University's sports facilities may be visited by professional athletes for training or sports events, in accordance with the rules laid down in the Government Decree and the rules laid down by the sports federation for the duration of the epidemic emergency. On the outdoor sports fields of the institution, the practice of individual leisure sports activities - especially running, walking, cycling - is permitted in accordance with the provisions of the Government Decree.
15. It is not obligatory to wear a mask during individual outdoor sports activities.
16. The sports facilities of the University may not be visited for purposes and reasons other than those set out in point 14.
17. 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 at the phone number +36-1-463-4444 (44-44 in internal network). The staff of the Department of Property and Institutional Security will take the necessary measures.

III. Special provisions for the organization of education

1. In-person study activities cannot be held or organized in the territory of the University – with the exception of paragraph 2. Education must be organized and provided continuously in the framework of distance education work order.
2. In-person study activity may be held if the Minister responsible for higher education has given permission for it. The Rector publishes information on the permitted in-person study activities. The provisions of this section shall be complied with during authorized in-person sessions.
3. During the in-person study activities a safety distance of at least 1.5 meters shall be ensured between students. All participant are obliged to wear mask in the place of the in-person study activity.
4. 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.
5. 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.

6. 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.
7. 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 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), in accordance to Annex 2.
 - 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.
8. 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 (or the person asked by him/her) 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-person academic performance assessment – including the final exam, complex exam – cannot be held or organized in the first semester of the

academic year 2020/2021, from 16 November 2020, with the exception of point 2.

2. In exceptional cases, at the request of the dean, a final examination may be organized in the in-person form, if the rector gives permission.
3. Academic performance assessments in the form of distance education work order shall be conducted in accordance with the guidelines established by the University Study Committee.
4. Access for review of the evaluation of the submitted work (especially midterms) shall be provided; during personal presence review, the safety rules must be complied with.

V. Requirements for events

1. Student and other events – not directly related to education – requiring the personal presence of the participants are prohibited.
2. Language examination organized by the Foreign Language Center does not qualify as an event, so it can be held in accordance with the provisions of Section 4 of the Sectoral Recommendation.

VI. Dormitory accommodation measures

1. Dormitories of the higher education institution will be closed in accordance with the Government Decree. With the exception of paragraph 2, everyone shall be permanently removed from the dormitory.
2. Exceptions to the compulsory dormitory removal may be established by the Rector at the request of the student.
3. A displaced student may use dormitory accommodation only on the night before the day of the examination or on the day of the examination at the daily fee of the given dormitory, if he / she completes the final examination in person. This intention must be notified in writing to the Student Services Directorate at least five days before the due date.
4. Persons remaining in the dormitory shall comply with the rules of conduct set out in this section during their stay.
5. The University reserves the right to designate a dormitory other than their current one for students who remain in the dormitory.
6. 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.
7. It is forbidden to hold events in the area of dormitories. No gathering is allowed in the dormitory.
8. It is mandatory to wear a mask in the dormitory, only students living alone in their own room can dispose of it in their own room.

9. The student may not receive visitors, guests or hotel guests in the dormitory.
10. 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.
11. 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.
12. 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.
13. When entering the territory of dormitories, the body temperature of the person entering must be checked once a day.
14. 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.

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

1. Have you recognized and 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