

Dear University Students,

In recent days, we have introduced a number of precautionary measures in response to the new coronavirus epidemic situation and in line with the governmental measures, primarily aimed at protecting the health of University Citizens. Among the given circumstances, it is also very important for us to do everything we can, to close the 2019/2020 academic year successfully. Under the leadership of the Vice-Rector for Development and with the assistance of relevant leaders, an Education Subcommittee has been established to support the work of NUPS Epidemiological Operational Corps to carry out important preparatory work on distance education, teaching arrangements and related issues. Over the past few days, the Education Subcommittee has outlined the steps needed to successfully complete the 2019/2020 academic year and has prepared an action plan. The summary below contains the most important information for our university students.

1. From March 12, 2020 until withdrawal, students are not allowed to visit the premises of the University.
2. Between 12-22th March 2020, there is a non-education period.
3. From 08:00 on 23rd March, 2020, a distance education work schedule is introduced. The distance education work schedule must be followed during the academic year 2019/20, unless other measures will be announced. It is not permitted to deviate from the method of lecturer-student contact defined in the distance education work schedule. For those students who are participating at military officer's training, the distance education will be introduced from 08.00 on April 6, 2020 due to ongoing extraordinary military service.
4. The University ensures that, with the help of the changed study schedule, students are given all the conditions necessary to successfully complete the academic year 2019/20, and for graduating students to receive their degree. In the distance education system, the lecturer sets study obligations that are proportionate and necessary to the extraordinary circumstances resulting from the epidemic emergency, and provides students with fair and patient treatment.
5. Study obligations

In the framework of distance education, the student carries out the study tasks outside the University premises set out by the course director (or the lecturer called upon) in accordance with the purpose and subject of the course.

By 08.00 March 23, 2020, through the Neptun system, the course director (or the lecturer called upon) announces what material is to be studied as a compulsory task and what individual tasks should be performed based on the given material. Upon this information, the student can start independent learning.

Most of the study obligations to be completed by the end of the semester must be communicated to the students in the Neptun System by 12.00 on March 30, 2020. During the distance education, the course director (or the lecturer called upon) follows the course tasks to be performed during the semester on a weekly basis actively orienting his or her class or study group.

The above-mentioned deadlines under point 5 shall be April 6, 2020 for those students who are participating at military officer's training due to ongoing extraordinary military service.

The learning materials for the course (presentation, e-learning, scientific literature, assignments, etc.) are provided by the course director (or the lecturer called upon) with a web document available via link (URL) specified in a Neptun message or by uploading documents in the NKE Moodle System related to the subject or the course.

Students studying at the Faculty of Water Sciences can use the server to be reached by this link: <https://filr.uni-nke.hu> and also the e-learning system of Water Digital Knowledge Base (VDT) (ILIAS).

The course director (or the lecturer called upon) specifies in a Neptun message what written assignment has to be sent giving information on the addressee, the address, the formal requirements, the deadline as well as the purpose of the assignment.

The course director (or the lecturer called upon), in a Neptun message, provides the email addresses of lecturers to be contacted about professional or technical questions regarding the students' study obligations. The lecturers must answer within 48 hours.

The course director (or the lecturer called upon) can only set conditions for completing the subject/course, which the students can surely fulfil in the distance education system. The course director (or the lecturer called upon) must provide for the students precise information about the conditions of completing the course in a Neptun message by 12.00 on April 15, 2020.

6. Examination

The exam period is conducted during the period defined by the Rector's Decree on the scheduling of the academic year.

In accordance with the distance education work schedule - unless other measures will be announced, - the end-of semester exam for each subject shall be assessed by a submitted work or project done outside the university premises (at home).

The course director sets the deadline for the submission of the work. The earliest date can be the last day of the learning and teaching period and no later than the 14th calendar day from the start of the exam period, when the student must submit the assigned work.

As long as a term mark/a mid-term evaluation is given, the course director may set for the student an inner deadline for submitting the assigned work during the learning and teaching period.

The lecturer's assessment must be done within 7 working days following submission, but no later than 20 calendar days from the start of the exam period.

The course director will (or the lecturer called upon) specify in a Neptun message by 12.00 on April 15, 2020 what written assignment - to whom, where, with what formal requirements and with what deadline - has to be sent for fulfilling the course.

The Study and Examination Rules acknowledge the evaluation of the written assignment by the lecturer.

In the Neptun system, the course director (or the lecturer called upon) informs the students about the conditions of resit exams or supplementary work.

7. The management of the Faculty defines the deadline for the submission of the thesis / diploma paper for a deferred date, which may not be earlier than April 30, 2020.
8. The distance education work schedule must not adversely affect the holders of individual preferential tuition schemes already issued.
9. The students may not be required to complete a professional practice for the remaining part of the academic year. In the case of graduating students, the Faculty establishes fair credit conditions for the missing part of the professional practice so that the part not completed through no fault of the student should not be an obstacle to obtaining the *absolutorium* or degree.

The military tasks performed during the state of emergency by students participating in military officer's training shall be accepted as professional practice.

For students of the Faculty of Law Enforcement professional practice is evaluated including extraordinary emergency services performed by the student.

10. The Joint Public Service Exercise will not be held during the 2019/20 academic year. In the case of graduating students, the Joint Public Service Exercise not yet completed shall be considered as complete.
11. In the case of doctoral schools, complex examinations, workshops, doctoral thesis defence and other events requiring personal presence planned for the academic year are postponed. Deadlines for students will be extended with the period of postponement.
12. Regarding the end of the year exams, action will be taken later on.
13. Recommended distance education materials

Starting March 23, 2020, a series of recommended lectures will begin. The lectures will be uploaded on the Ludovika Distance Learning Site (Ludovika Távoktatási Portál) as well as streamed live in specific time slots on the Ludovika webinar.

The ProBono e-learning course materials are also recommended, students can reach them from the Ludovika Distance Learning Site (Ludovika Távoktatási Portál). The course materials will be freely available to the citizens of NUPS upon login on the site. University citizens who have an @ uni-nke.hu e-mail address can use the system with their university username and password. Those who do not have university email address will have access to the learning materials after registration.

For students studying at the Faculty of Water Sciences we recommend to also use Water Digital Knowledge Base (VDT).

For students studying at the Faculty of Military Science and Officer Training we also recommend to use the e-learning system operated and supervised by the Military Examination Board.

14. Platforms used in student assignments: Neptun, Moodle, MSOutlook. All the platforms have open web access.

Students studying at the Faculty of Water Sciences can use the server reached by this link: <https://filr.uni-nke.hu> and the e-learning system of Water Digital Knowledge Base (VDT) (ILIAS).

15. Should you have any question, complaint or other suggestion regarding lasting hindrance in distance education, please send us an email to the following information green line: nketavoktatas02@uni-nke.hu

The line will receive messages from 2.00 pm on March 19, 2020.

Regarding any IT issue, please email servicedesk@uni-nke.hu .

Should you have any question to the course directors or the lecturers, please contact them directly at their official @ uni-nke.hu e-mail addresses.

16. Depending on the military tasks assigned, the Dean of the Faculty of Military Science and Officer Training may assign tasks other than those specified in this measure. Depending on the assigned law enforcement duties, the Dean of the Faculty of Law Enforcement may assign tasks other than those specified in this measure.

We would like to reassure our Students that the University will ensure all conditions to fulfil 2019/20 academic year successfully. I suggest we should be patient with each other, support each other and the functioning of the University in the upcoming months ahead.

Budapest, 18th March, 2020

Dr András Koltay

Rector