



MISKOLCI
EGYETEM

REKTOR

Rector's order Nr. 13/2021.

on the gradual lifting of restrictions imposed within the institution in regard of the COVID-19 pandemic

In accordance with the gradual lifting of preventive measures in the third wave of the COVID-19 pandemic and the governmental decree regulating the measurements, rules and guidelines in the state of emergency, the following rules and guidelines shall be followed by all lecturers, researchers, staff and students of University of Miskolc (hereby referred to as the University).

I. General rules

1. The buildings and facilities of the University shall only be visited by healthy persons. Those who have any symptoms associated with the COVID-19 shall not enter the buildings and facilities of the University. Common symptoms of the COVID-19 are:

cough

difficulty in breathing

shortness of breath

fever

chills



muscle pain

sore throat

recent loss of smell or taste

nausea

vomiting

and/or diarrhea

If you have any of the above-mentioned symptoms, please contact your family doctor or the doctor's office at the University immediately. The doctor's office the University is available in office hours (Monday to Friday 7:00 AM – 6:00 PM) at: 0646/565-391, 0646/565-111 extension: 14-93. At other times please call the emergency medical line of the city of Miskolc: 06 46/477-104.

2. Wearing a mask is mandatory in the buildings and facilities of the University. Upon entering the buildings and facilities of the University everyone shall sanitize their hands and the hand sanitizing stations and follow the instructions for temperature control.

3. Maintaining personal hygiene is of outmost importance. Please wash and/or sanitize your hands regularly and take care of following the coughing etiquette. Do not touch your face or eyes if it is not necessary.

4. Wearing a medical, surgical, textile or work safety mask (hereby referred to as mask) is mandatory at all indoor and outdoor spaces of the University. Masks should cover both your nose and mouth at all times. For those who have immunity certificates issued upon the Government Decree Nr. 30/2021. (February 12) wearing a mask is not mandatory in the rooms of their employment.

5. Social distancing remains important. Please maintain 1,5 meters distance from others.



6. Forming of groups at the indoor and outdoor spaces of the University is forbidden.

II. Education

1. The primary form of education, training and examination continues to be online/distance learning. The educational tasks (lectures, seminars) shall be continued in the form of distance learning. Exception is made for the students of the Faculty of Health Sciences who have received at least their first COVID-19 shots in regard of their practical traineeship carried out in hospitals and for the exams described in point 2.
2. Paragraph 1 of the Government Decree Nr. 234/2021 (May 6) allows universities to organize in-person/offline exams.
3. The Rector of the University of Miskolc delegates this right to the deans of the faculties. The rector shall be informed on the decisions of the faculties.
4. Students shall be notified via the NEPTUN system on the decisions regarding online/offline exams immediately. If a student has a justifiable reason for not attending in-person exam, it shall be accepted by the faculty. The student must be notified on such decision immediately via the NEPTUN system.
5. During the in-person exams the rules of safe conduct (Appendix 1.) shall be strictly observed.
6. In PhD studies the entrance exam, the comprehensive exam, thesis procedures shall be carried out in an online form. During the procedure the rights of presenting the thesis and the right of questions and debates shall be ensured. The right for secret ballot shall also be ensured in the online sphere as well. If the doctoral school wishes to depart from these guidelines, the rector shall be notified immediately.
7. During external traineeship programs, professional practices, and fieldworks the rules, guidelines and restrictions of the external partner shall be followed. The University accept both online and offline fulfillment.
8. Students shall attempt to keep contact with the Student's Office in electronic form. In-person administration is possible upon request. If you are in need of in-person administration, please write an e-mail to hk@uni-miskolc.hu stating the administrative issue you need assistance with and suggest a date that is suitable for you for the in-person meeting.



9. Written online exams shall preferably be organized via the Moodle system, while oral exams shall be carried out via Google Meet, Zoom or Microsoft Teams.

III. Vocational training

The Sándor Ferenczi Health Science Secondary School returns to offline, in-person education.

IV. Dormitories

1. The dormitories remain closed. The rector has the right to allow students to stay in the dormitories upon justified requests. Only international students, students in quarantine and students with rectoral permit shall stay in the dormitories of the University.
2. Students participating in the epidemiological preventive work may apply for permission of staying in the dormitories. The rector of the University has the right to give permission for them to stay in the dormitories.
3. For the period of in-person/offline exams the students may ask for permission to stay in the dormitories. Such requests shall be sent to szallas@uni-miskolc.hu in an electronic form three days prior to the exam. In the request the students shall provide his/her name, NEPTUN identification number, the reason for his/her stay, the day of arrival and departure. Students may enter the designated room only if they have the written approval sent by the Directorate of the Bolyai Dormitory. Accommodation fee is calculated by the Director of the Bolyai Dormitory, upon the approval of the Rector.
4. Students staying in the dormitories shall follow the rules and regulations issued by the directorate. In the case of illness they shall immediately report to the doctor's office and follow the orders given.
5. The dormitories of the University shall only be used by healthy persons.
6. Occupancy of the rooms shall be determined in accordance with the hygienic recommendations.
7. Rules and regulations are posted at the entrance and in the hallways.



8. In common rooms, bathrooms, kitchens social distancing shall be observed. Wearing a mask is mandatory in all common rooms of the dormitories. A maximum of 2 persons are allowed to stay in the common rooms at the same time. Residents shall use their own utensils in the kitchen.
9. Special regulations:
 - a. Students shall not use each other's personal items, clothes. If it is necessary, they should ensure proper sanitation.
 - b. Food in the fridge shall be stored in closed boxes.

Visitors are not allowed in the dormitories.

10. There are designated rooms for isolation in the dormitories.
 - a. at least 5 percent of the rooms shall be designated for quarantine
 - b. in regard of the provisions of students in quarantine the measures of safe conduct shall be observed

In the case of suspected infection, the patient shall be isolated immediately and the measures detailed in Section I. shall be followed.

V. Special rules regarding the commercial use of dormitory rooms

- 1 According to the Government Decree Nr. 484/2020. (November. 10.), persons with immunity certificates and children under the age of 18 under their supervision, may occupy dormitory rooms. Immunity certificates must be presented upon arrival.
2. The presence of immunity certificate and the personal identification documents are checked by the receptionist. Vaccination certificates, PCR test, antibody test, etc. are not accepted. Thank you for your understanding and cooperation in complying with current regulations.
3. Guests arriving for business, educational or economic reasons will still be accepted, but in their case masks must be used throughout the hotel.



VI. Events, meetings

1. Events cannot be organized at the University.
2. In order to minimize personal contact, all meetings shall be organized in an offline form (via Skype, video conference platforms, etc.). If an in-person meeting is necessary, the rules and regulations regarding safe conduct shall be strictly observed.

VII. Sport facilities

1. Sport activities offered as part of the schedule shall be cancelled. The absence of students is justified.
2. The sport facilities of the University are opened for those who can present their immunity certificate and their personal identification document at the reception area. Trainings and competitions for athletes shall be organized in accordance with the rules and regulations of the sport federations.

VIII. Travelling restrictions

1. During the state of emergency it is necessary to restrict foreign travels. International travel and the reception of international visitors is allowed in accordance with the prevailing regulations.

IX. Entering the buildings and facilities



1. The buildings and facilities of the University are opened for those with immunity certificate. If for any reasons it is necessary to accept visitors who do not have immunity certificate a request shall be sent to the Rector (rektor@uni-miskolc.hu) three days prior to the arrival of such visitors. In the request please give a detailed description of the purpose of the visit. The permission to enter is issued by the Rector's Office in a written form. The Rector's Office shall inform the applicant and the receptionist upon the issuance of the permit.

2. The presence of immunity certificate and the personal identification documents are checked by the receptionist.

3. Regulations regarding the entrance points:

The "temporary main entrance" in the building A/1. is opened for everyone.

The entrance in building A/4. is opened from Monday to Friday from 6:00 AM to 10:00 PM. Entrances at the Phone Center, at the bridge next to the building C/2 are closed.

6. The card entry at the Informatics Building is opened.

7. Card entry is available at the building B/2 at any operating time. Receptionist is available from Monday to Saturday, from 7:00 AM to 7:00 PM.

8. The opening hours of Stefánia, and Zenepalota and the building E/7 remain the same.

9. Entry to the building C/2 is only allowed through the receptionist desk upon temperature check.

10. Mandatory mask wearing, hand sanitizing and temperature check is carried out by the receptionists. Thank you for your understanding and cooperation in complying with current regulations.



X. Regulations regarding curfew and services

1. The office hours of the University are aligned to the curfew regulations. It means that the University is closed between 12 PM and 5 AM. Only people on duty are exemptions from this rule. If possible, work schedules should align with the Government Decree 484/2020. (XI. 10.).
2. If, due to his/her work schedule, someone cannot arrive home before the curfew, he/she should carry the proof of employment with him/her and present it upon the request of the authorities.
3. The food court of the University is opened for the employees. With the observation of the prevailing regulations the services can be used.

XI. Cleaning

1. Sanitation with virucid sanitizing agents is mandatory in all indoor spaces of the University.
2. Surfaces of frequent use (doorknobs, elevators, switches, handrails, etc.) shall be sanitized regularly – at least in a two-hours interval.
3. Ventilation and airing shall be carried out regularly. If possible please do not use air conditioning devices. If split AC is used, please make sure that it does not circulates air in the lower half of the room.
4. Bed sheets in the dormitories shall be collected in closed plastic bags. Bed sheets shall be wash with sanitizing agents.
5. In the bathroom liquid soap, paper towels and toilet papers shall be provided at all times. In the hallways and common spaces hand sanitizing points shall be provided.
6. Hand sanitizers shall be checked regularly and replaced if necessary.
7. Please always use your own tableware.



8. Please wash your hands before and after using kitchen utensils.

XII. Work schedule

1. Lecturers and researchers work in home office. Upon the request of their supervisor they are required to work offline.
2. Non-faculty employees should return to the normal work schedule.
3. The supervisors shall ensure that all procedures are carried out in accordance with the regulations. The normal administrative procedure shall be maintained at all times.
4. Employees over 60 or in particularly vulnerable condition may offer distance education or work in home office upon the permission of their supervisor. The conditions of home office are determined and scheduled by the supervisor. Employees shall record work time during home office as well.
5. If the employee cannot return to normal work schedule and, due to the nature of his/her work, cannot be in home office, the supervisor has the right to order leave. If the employee has already used up all his/her paid annual leave, he/she is allowed to be sent to non-paid leave.
6. All workspaces shall be sanitized on a regular basis, at the end of the workday.



XIII. Final provisions

The University continues to inform its citizens on the pandemic situation and the regulations concerning the protective measures. Please pay attention to these and follow the guidelines and regulations.

Thank you for your understanding and cooperation in complying with current regulations.

In order to protect ourselves and our colleagues please consider vaccination!

The present Rector's Order enters into force on the 10th of May, 2021 and remains in force until withdrawal. The former Rector's Order of 10/2021. is hereby repealed.

Miskolc, May 9, 2021.

Prof. Dr. Zita Horváth (signed)
rector



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Appendix 1.

In-person exams at the University of Miskolc

Special rules and regulations in relation to the spread of COVID-19

Academic year 2020/2021, Spring semester

The organization of in-person/offline exams require outmost care and discipline from all participants. In order to minimize risks we all should follow the following rules.

1. Notification of students

- a. the notification should inform the students on the date of the exams, the required procedures and a detailed descriptions of safety measures regarding the COVID-19 situation
- b. in order to prevent the forming of larger groups a strict schedule should be given (max. 45-10 students shall be in present at the same time)
- c. upon arrival students shall wear masks, and hand sanitizers shall be offered (students need to be informed that wearing a mask is mandatory at all indoor and outdoors spaces of the University)

2. Use of rooms, exam procedures

- a. Depending of the size of the room, the suggested number of students in the room is 5-10 at the same time.
- b. Social distancing (1,5 meters) shall be maintained.
- c. Proper air circulation (ventilation) shall be provided at all times.
- d. Sanitizing is mandatory before and after the exam (including desks, chairs, equipment, etc.). Proper airing shall also be ensured.
- e. Equipment used by the students (i.e. presenters, etc.) shall be sanitized after each use. Doorknobs, frequently used surfaces shall also be sanitized after each students (it is suggested to use alcohol-based, virucide sanitizers).
- f. Arrivals and departures shall be scheduled in order to prevent grouping.



g. In order to prevent large gatherings, it is suggested to announce the results individually.

3. Lecturers and administrators

- a. Maximum three persons (+ one administrative person) are allowed in the examination board.
- b. Social distancing (1,5 meters) shall be maintained.
- c. Wearing a mask is always mandatory. The use of protective gloves is also suggested. Hand sanitizers shall also be offered.
- d. Several sets of exam items shall be prepared, exam items touched by students shall be put in plastic containers and stored for 24 hours before used again.
- e. Please wash and sanitize your hands after the exams.

4. Reception, cleaning staff

- a. The receptionist shall wear mask and protective gloves.
- b. Social distancing (1,5 meters) shall be maintained.
- c. The cleaning staff shall wear protective clothing.
- d. Cleaning shall cover all surfaces.
- e. In the bathroom liquid soap, paper towels and toilet papers shall be provided at all times. In the hallways and common spaces hand sanitizing points shall be provided.

5. Miscellaneous

- a. If possible, please prefer electronic documents.
- b. Paper-based documents (i.e. thesis works) shall be stored for 2-3 days before handling. We suggest to wear protective gloves during the handling of documents.