

Dean's Order no. 12/2020 (12/11) on the rules to be applied in the event of a state emergency due to a coronavirus pandemic at the Faculty of Sciences of the University of Pécs

In order to prevent the spread of a global coronavirus epidemic, subject to the Government Decree 484/2020 (11/10) on the second phase of protection measures to be applied in the state of emergency, sectoral recommendation and the Rector's and Chancellor's joint order no. 20/2020, I order the following rules at the Faculty of Sciences, University of Pécs:

I. Scope of the order

Article 1¹

(1) The scope of the present order shall extend to the following members of the Faculty of Sciences, the University of Pécs (hereinafter: TTK)

- a) employees, other employees employed in other employment relationships, other persons in a legal relationship (hereinafter referred to as employees),
- b) students,
- c) other persons in the buildings of the Campus who are entitled to enter for the purpose specified in the instructions.

(2) Participations of the undivided teacher training, the valid dean's instruction issued by the dean of the faculty where the training program belongs shall prevail.

II. Rules of visiting the institution

Article 2

(1)² At the time of the protection measures TTK facilities are open from 5.30 am to 9pm on weekdays, between 7am and 7pm on Saturdays.

(2) Staying beyond opening hours – only in cases justified for the purpose of work – may be authorized individually by the Dean, of which the reception must be notified in writing.

(3)³

(4)⁴ The buildings of TTK may only be visited by a healthy person who does not show symptoms of coronavirus disease and whose body temperature does not exceed the level specified by the national Chief Medical Officer.

¹ It is modified on the 31st August 2021.

² It is modified on the 31st August 2021.

³ It is out of force by the modification of the 31st August 2021.

⁴ It is modified on the 31st August 2021.

(5)⁵ All gathering or assembly are prohibited during the state of emergency in the territory of the TTK.

It is extremely important in preventing the (further) spread of the virus of maintaining adequate physical distance within the institution. During the stay in the territory of the TTK keeping the protective distance (as possible) is obligatory, and 1.5 metres should be maintained.

(6)^{6 7 8 9} It is recommended to wear a mask that permanently covers the mouth and nose, medical mask, a safety mask, a mask made of textile or other material (hereinafter: mask) indoors and also in public places in the TTK area.

For any employee returning to his/her place of work after a confirmed positive case or official quarantine, it is mandatory to wear an FFP2 mask for at least four working days in accordance with the rules contained in Article 4, paragraph 5.

(7)¹⁰ At the time of the state emergency a responsible behaviour is expected from teachers and students and it is adherence to epidemiological hygiene recommendations that included in this order and published on the institution's website.

3. § (1)¹¹

(2)¹²

4. § (1)¹³

(2) Anyone with an epidemiological symptom can enter the TTK area if he or she provides medical evidence that his or her symptoms are not related to a coronavirus infection (e.g., allergy, other).

(3)^{14 15} If the TTK employee is confirmed to be positive based on the SARS-CoV-2 PCR result, he or she is obliged to report it on <https://iig-hr.pte.hu/> online surface. The TTK employee is obligated to report his/her SARS-CoV-2 infection to the administration office of the dean via email at titkarsag@ttk.pte.hu. It is obligatory to attach the answer sheet received from pandemic reporting online surface.

(4)^{16 17 18} If the TTK student is confirmed to be positive based on the SARS-CoV-2 PCR result; he or she is obliged to report it on <https://iig-hr.pte.hu/> online surface. Furthermore, the

⁵ It is modified on the 31st August 2021

⁶ It is modified on the 31st August 2021

⁷ It is modified on the 3rd November 2021

⁸ It is modified on the 27th January 2022

⁹ It is modified on the 31st March 2022

¹⁰ It is modified on the 31st March 2022

¹¹ It is out of force by the modification of the 31st of March 2022

¹² It is out of force by the modification of the 31st of March 2022

¹³ It is out of force by the modification of the 31st August 2021

¹⁴ It is modified on the 31st August 2021

¹⁵ It is modified on the 3rd November 2021

¹⁶ It is modified on the 31st August 2021

¹⁷ It is modified on the 3rd November 2021

TTK student is obligated to report his/her infection via email at covidbejelento@gamma.ttk.pte.hu. It is obligatory to attach the answer sheet received from pandemic reporting online surface.

(5)^{19 20} A person ordered due to a confirmed coronavirus infection and who has been released from official quarantine may enter the TTK area asymptotically only with a negative SARS-CoV-2 PCR result obtained up to three days before entry.

(6)²¹ In justified cases, TTK employee may submit an application on the form found on Appendix 4 for 'home office' to the Dean of the TTK (dekan@gamma.ttk.pte.hu), which may be approved by the Dean individually.

III. Special Rules

Events

Article 5^{22 23}

Administration related to studies

Article 6

(1) At TTK, the administration of studies is generally done online (via electronic mail or through the study system), except in the following cases:

- a) the student may fulfil his / her obligation to pay fees and / or allowances specified in the Code of Charges and Benefits (Annex 6 of the Statutes of the University of Pécs) at the designated university cashier
- b) by booking an appointment prior via telephone or online

(2) At TTK, in-person administration can be carried out in accordance with the rules set out in the information leaflets posted at the Front Office of the Registrar's Office and in the corridors, if the administration is not possible electronically.

(3) For electronic administration and online appointment booking the ttkto@gamma.ttk.pte.hu email address shall be used.

(4) For official communication with students, the official faculty email and Neptun message shall be used.

(5) During personal administration, it is mandatory to wear a mask and, as far as possible, to keep the protective distance, as well as to separate the administrative places with a transparent plastic front panel.

¹⁸ It is modified on the 8th November 2021

¹⁹ It is modified on the 27th January 2022

²⁰ It is modified on the 8th February 2022

²¹ It is modified on the 3rd November 2021

²² It is modified on the 31st August 2021

²³ It is out of force by the modification of the 31st of March 2022

(6) Taking into account the rules of queuing, a distance of 1.5 meters must be kept between those waiting, which must be ensured by a clearly visible sign.

University board conferences, meetings

Article 7

(1)²⁴ At TTK, the board conferences, including meetings and discussions, may be held through personal presence or within the framework of a video conference ensuring the simultaneous personal presence of those entitled to participate the meeting, by using information tools, with the appropriate application of other provisions specified for the meetings.

(2)²⁵

Education

Article 8

(1)^{26 27 28} At the Faculty of Sciences, in Hungarian programs full time training is held with personal presence, with the addition of allowing lectures and seminars to be held in digital or hybrid training under special circumstances (e.g.: health issues), if the teacher writes an official inquiry to the Dean. In the case of practical courses, substitution must be provided during the study period to any student unable to participate due to a confirmed covid infection or official quarantine. In correspondence learning, courses must be held according to the published timetable. During digital education, students will follow the lesson remotely online, but the instructor is expected to hold the lesson from the Faculty building (own office, classroom).

(2)²⁹

(3)³⁰

(4)^{31 32 33} During hybrid training, lecturer will hold the lesson with personal presence in the classroom, in parallel with this, with the support of info-communication tools, the lecture is available digitally or the lecturer will make it available in the form of video record.

During the hybrid and digital form of training the instructor is obliged to record the lesson held when it is scheduled in the timetable and make available either the recorded video or the

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³³ It is modified on the 31st March 2022.

edited video containing the material of the lecture to the students enrolled in the course for 21 days.

(5) Downloading a recording published online is not permitted, and compliance with the rules set out in the Annex 1 and 2 of present order is mandatory during the use of the recordings.

(6)³⁴ In the case of obligatory practical training related to teacher training, the protocol of the host public educational institutions is applicable to the students participating in the practical training.

(7)³⁵ In the form of digital training, the absence of student is not defined as official absence.

(8)³⁶ In the case of those lectures mentioned under point (4) that cannot be held in digital form, students cannot experience disadvantage until the 20th March 2022 due to their absence. The course instructor is responsible for replacement of such lectures during the semester.

(9)^{37 38 39}

(10)⁴⁰ In the case of digital form of lecture delivery, lecture must be held at the same time as in the case of personal presence form of delivery.

(11)⁴¹ In case a lecture that starts with personal presence or the form of delivery changes during the semester, the lecturer is responsible for informing the students via Neptun email registered on such course.

Article 9

(1)⁴² Mid-term examinations and exams must be organized with personal presence or electronically adjusted to the form of lecture delivery.

(2)^{43 44}

(3) Previously used systems (such as MS Teams, Moodle, Neptun Meet Street) can be used for sharing educational materials, transferring subject related information, as well as for digital exams and assignments. The digital education is also implemented through these systems at the TTK. During the usage of the records, the rules set out in Annex 1 of this current order are mandatory to be followed.

Special Rules applying to Doctoral School programs

³⁴ It is modified on the 31st August 2021

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³⁹ It is out of force by the modification of the 31st of March 2022

⁴⁰ It is modified on the 31st August 2021

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⁴² It is modified on the 31st August 2021

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⁴⁴ It is out of force by the modification of the 31st of March 2022

Article 10

(1)⁴⁵ The classes required for obtaining study credits related to the theoretical elements of the doctoral programs administered at TTK can be held within the framework of digital education or with personal presence based on the decision of the doctoral school.

(2)⁴⁶ In case of the practical training elements of the doctoral training, the tasks related to the individual research work requiring a personal presence can be performed with a personal presence.

The mid-term examinations and exams must be organized electronically or with personal presence, in the case of doctoral programs administered at TTK.

(3)⁴⁷ The complex examinations, the examinations of the students in doctoral candidate status, as well as the defences related to obtaining the doctoral title can be organized within the framework of digital education or with personal presence at the TTK.

(4)^{48 49} Doctoral Schools must conduct events approved by the Doctoral and Habilitation Council of the Natural Sciences (e.g. PhD defence) in a hybrid format or with personal presence, however, no rules can be applied in the case of hybrid events that would change the specification of composition of the Committees, therefore the number and participation of internal and external members shall be developed on the basis of doctoral training rules.

Special rules for public presentations of the habilitation procedure

Article 11

(1)^{50 51} At TTK, during the habilitation procedure the classroom and scientific presentation(s) - specified by the University's habilitation regulations, Annex 48 of the Statutes of the University of Pécs - which require publicity, can be held in hybrid form or with personal presence.

(2)⁵² In the case of presentations in hybrid form, the Professional Judging Committee and the audience must also be given the opportunity to ask questions after the presentation.

(3) The secret vote of the Professional Judging Committee and the students can also be implemented electronically, provided that the electronic system (online platform) used in the decision-making process guarantees that only those entitled to vote can vote and that the voting is secret.

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⁵⁰ It is modified on the 31st August 2021

⁵¹ It is modified on the 31st March 2022

⁵² It is modified on the 31st March 2022

IV. Usage of sport facilities, swimming pools, and other leisure facilities

Article 12

(1)⁵³

(2)⁵⁴

(3)⁵⁵

V. Final provisions

Article 13

(1) Present order comes into force from the date of signature until revoked.

(2) Simultaneously with the entry into force of the present order, the Dean's Order No. 9/2020 (VIII.27.) shall be repealed.

Pécs, 12th of November 2020

Dr. ATTILA Horváth.

Dean of the

Faculty of Sciences

The Dean's Order was modified on the 2nd August 2021.

The Dean's Order was modified on the 31st August 2021.

The Dean's Order was modified on the 3rd November 2021.

The Dean's Order was modified on the 8th November 2021.

The Dean's Order was modified on the 27th January 2022.

The Dean's Order was modified on the 8th February 2022.

⁵³ It is out of force by the modification of the 31st August 2021

⁵⁴ It is out of force by the modification of the 31st August 2021

⁵⁵ It is out of force by the modification of the 31st August 2021

The Dean's Order was modified on the 31st March 2022.

Pécs, 31st March 2022

Dr. ATTILA Horváth,
Dean of the
Faculty of Sciences

Annex 1

Based on the Act LXXVI of 1999 on copyright, the University of Pécs has the right to use all or any identifiable part of the author's work made available (e.g.: placed in an electronic folder, sent by e-mail, made available for downloading, etc.) to students in any form in the course of the educational activity and to authorize the use. The use is allowed only with the permission of the University of Pécs and permitted in cases of free use provided that it does not prejudice the normal use of the copyrighted work and does not unreasonably prejudice the legitimate interests of the author (s) and if it meets the requirements of fairness and it is not intended for a purpose of incompatible with the use. Use of all or part of an author's work in a manner other than the above - e.g. placing on the market – is prohibited, unauthorized use always entails criminal and civil law consequences (civil law claims, damages).

DATA PROTECTION INFORMATION SHEET ON THE DATA PROCESSING AT THE UNIVERSITY OF PÉCS IN CONNECTION WITH ONLINE EDUCATION

The University of Pécs (University) is committed to adhere in its data processing activities to the Regulation (Eu) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR), to Act CXII of 2011 on the Right of Informational Self Determination and the Freedom of Information (hereinafter: Privacy Act), and to Act CCIV of 2011 on National Higher Education (HEA), and to the good practices developed by the Hungarian National Authority for Data Protection and Freedom of Information.

1. IDENTITY OF DATA CONTROLLER

Name: University of Pécs

Seat and Postal Address: 7622 Pécs, Vasvári Pál u. 4.

Represented by: Dr. Attila Miseta, Rector and István Decsi. Chancellor

Controller organisational unit: Faculty of Sciences

Represented by: Dr. Attila Horváth, Dean

Contact person: Szaboles Bálint, Head of Office

Telephone: +36303003172

E-mail: dekanihivatal@gamma.ttk.pte.hu

Name of the data protection officer: Dr. Szőke Gergely László, PhD

Contact: adatvedelem@pte.hu; +36 (30) 179 5672

2. SCOPE OF THE PROCESSED DATA

The scope of the processed data includes all data provided to the University during online education, inter alia: name, presence in online classes, MS Teams username, images of the data subject, comments

The source of the data is the lecturer and the student.

In case of any changes in your personal data during the duration of the data processing, please be kind to forthwith inform us via the e-mail address set forth in point 1.

3. THE PURPOSE AND LEGAL GROUND OF DATA PROCESSING

3.1. In order to ensure the normal functioning of the University and to organize education (HEA Article 18 (1) a), c)), as these activities are part of its public obligations (GDPR Article 6. (1) e)), the University processes the lecturers' and students' (If camera is turned off and student does not speak), name, MS Teams username, presence in the class with the purpose of online education/examination.

3.2. If their camera is turned on and they speak, then the University processes, besides the data outlined in 3.1, the lecturers' and students' (video) images and speech and the lecture

without recording in order to ensure the normal functioning of the University and to organize education (HEA Article 18 (1) a), c)), as these activities are part of its public obligations (GDPR Article 6. (1) e)).

The University may make it compulsory to turn on the camera during the classes in order to identify the student or lecturer, to check the student's presence or activity, or to transfer the knowledge to be acquired during the classes or to check the successful completion of student tasks. You will receive information about this from the lecturer prior to the course. Other than these cases, turning on the camera is at the discretion of the participants.

3.3. With the purpose of providing teaching materials, the University processes the video image, lecture, and remarks of the data subjects in an audio-visual recording of the class based on the freely given, specific consent of the data subject (GDPR Article 6. (1) a)).

Consent in connection with the audio-visual recording can be given:

- in writing,
- in a chat message,
- or in the lack of those, implicitly by turning on the camera and/or speaking,
- or in offline participation, implicitly by standing in the viewing angle of the camera and/or speaking

Purpose of data processing	Legal Ground	Scope of processed data
Online education/examination	GDPR Article 6. (1) e)	point 3.1: presence in class, name, MS Teams username point 3.2: presence in class, MS Teams username, video image and sound
Providing teaching materials	GDPR Article 6. (1) a)	point 3.3: presence in class, name, MS Teams username, audio-visual recording

4. DURATION OF DATA PROCESSING

The duration of the processing in case of point 3.1 is a maximum of 5 years (according to lines 122 and 278. of Annex 1 of UP's Records Management Regulations, in the case of point 3.2, the data is not recorded or stored. In case of 3.3, the University processes the data until the data subject revokes the consent or a maximum of 5 years.

5. SCOPE OF PERSONNEL WHO CAN ACCESS THE PERSONAL DATA, DATA TRANSFER, DATA PROCESSING

The data can only be accessed by the employees of the organizational unit of the University, which organizational unit needs the data to perform its tasks. Employees are bound by the obligation of confidentiality with regard to the personal data they learn.

The University contracts Microsoft as a data processor to provide an online educational platform. Data of the data processor:

Name: Microsoft Ireland Operations Limited

Seat: Atrium Building Block B, Carmenhall Road, Sandyford Industrial Estate, Dublin 18, Ireland

Contact:

Mailing address: Microsoft Enterprise Service Privacy

Microsoft Corporation

One Microsoft Way

Redmond, Washington 98052 USA

Privacy FAQ website: <http://go.microsoft.com/?linkid=9846224>

6. DATA SECURITY

The University shall process the personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. More information can be found in Articles 20-22. of the [University's Data Protection Regulation](#), and in Chapter IV. of the University's [IT Policy](#).

7. RIGHTS OF DATA SUBJECTS

7.1. The Participant has the right to access the information in relation with the data processing related to him/her defined in Article 15 of the GDPR (right of access), including in particular, information by the Institution about

- the types of personal data,
- the purpose and legal ground,
- the source,
- the duration of the processing or the criteria for determining the duration,
- who, when, on what legal basis, to which personal data was granted access to by the University or to whom did it transfer the data,
- the rights and possible legal remedies of the data subject during the data processing.

7.2. The Participant shall have the right to rectification of inaccurate (false or incomplete) personal data concerning him or her pursuant to Article 16 of the GDPR.

7.3. According to Article 17 of the GDPR, the data subject has the right to erasure ('right to be forgotten'), if

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- the data subject withdraws consent on which the data processing is based and there is no other legal ground for the data processing;
- the data subject successfully objected against the processing of the data pursuant to point 7.7;
- the personal data have been unlawfully processed;
- the personal data have to be erased for compliance with a legal obligation.

The data will not be erased if the data processing is necessary:

- for compliance with a legal obligation, which requires the data processing, or to which the controller is subject, or for the performance of a task carried out in the public interest or in the exercise or defence of legal claims;
- for the establishment, exercise or defence of legal claims;
- for exercising the right of freedom of expression and information;
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in so far as practicing the right to erasure is likely to render impossible or seriously impair the achievement of the objectives of that data processing.

7.4. According to Article 18 of the GDPR, the data subject has the right to restriction of processing, if:

- the accuracy of the personal data is contested by the data subject, for a period of enabling the University to verify the accuracy of the personal data;
- the processing is unlawful, and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- the University no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- the data subject has objected to processing pursuant to point 7.7, pending the verification whether the legitimate grounds of the controller override those of the data subject.

Where processing has been restricted, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

7.5. According to GDPR Article 7 (3), the data subject shall have the right to withdraw his or her consent at any time (right to withdraw the consent). The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Prior to giving consent, the data subject shall be informed thereof. It shall be as easy to withdraw as to give consent.

7.6. The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where the processing is based on consent or on a contract (right to data portability).

7.7. The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her, which is based on balance of interest, or necessary for a task carried out in the public interest or in the exercise of official authority, including profiling based on those provisions (the right to object). According to Article 21 of the GDPR, the University shall no longer process the personal data, unless it demonstrates compelling legitimate grounds for the processing, which

override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

7.8. The data subject can exercise his or her rights free of charge via the contacts (the contact person or the data protection officer) listed in point 1. The exercise of the data subject's rights may in most cases require the identification of the data subject, while in some cases (e.g. the exercise of the right to rectification) additional information may be required. The application for the exercise of the rights of the data subject shall be assessed by the University within one month at the latest. If necessary, taking into account the complexity of the application and the number of applications, this period may be extended by a further two months, the extension being notified to the person concerned within 1 month.

8. COMPLAINTS AND REMEDIES

You can make any complaints about data processing at the contact details of the contact person indicated in point 1, or you can contact the University's data protection officer (adatvedelem@pte.hu). If you wish to make a complaint by post, you can send a mail to 7622 Pécs, Vasvári Pál u. 4. addressed to the contact person indicated in point 1 or to the data protection officer.

You may seek remedy at the Hungarian National Authority for Data Protection and Freedom of Information (contact address: H-1530 Budapest Pf.:5, Tel.: +36-1-391-1400, e-mail: ugyfelszolgalat@naih.hu, website: <https://naih.hu>) if you deem it necessary due to a supposed legal violation or in direct hazard of it. You may submit a civil action of law in case of unlawful processing at the competent or chosen Regional Court.

⁵⁶ It is out of force by the modification of the 31st March 2022

NY 43. Kérelem home office munkavégzés lehetőségének biztosításához

Kérelem

Tisztelt Munkáltató!

(Név).....(születési
név:.....)

születési hely, idő:....., anyja neve:
.....,

lakcím:.....
.....) **kérem, hogy**

- napjától napjáig
- határozatlan időre

az otthonomban történő (home office) munkavégzés lehetőségét biztosítani szíveskedjék.

Indoklás:

.....
.....
.....
.....
.....

A munkavégzés pontos helye a home office munkavégzés időtartama alatt:

..... (ir.sz./település)
..... (utca) (házszám).

Nyilatkozom, hogy fent megjelölt helyen a munkavégzés technikai feltételei fennállnak.

(vagy)

Kérem, hogy a munkáltató biztosítsa számomra a munkavégzés technikai feltételei közül az alábbiakat:

.....
.....

Tudomásul veszem, hogy a home office munkavégzés ideje alatt bekövetkező (személyi sérüléssel járó, illetve vagyontárgyakban történő) káreseményekért a munkáltató nem vállal kárfelelősséget.

Tudomásul veszem, hogy a munkáltató a home office munkavégzés lehetőségét bármikor egyoldalúan megvonhatja. Ebben az esetben köteles vagyok a munkáltató által meghatározott helyen megjelenni és munkát végezni.

Pécs, 20.....

.....
munkavállaló

⁵⁷ It is modified on the 8th November 2021.

A kérelemben írtakat: engedélyezem / nem engedélyezem / az alábbi eltérésekkel engedélyezem:

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munkáltató