

RECTOR'S DECREE No. 2/2020

ACTION PLAN FOR THE PLANNING AND DELIVERY OF THE AUTUMN SEMESTER OF THE 2020-21 ACADEMIC YEAR, UNDER THE CIRCUMSTANCES OF THE COVID-19 PANDEMIC

Originally issued on 27 August 2020, updated with changes on 11 November 2020

1. General measures for distancing and communal behaviour

As the Rector has ordered online education / working from home at the institution, the following provisions shall only apply to administrative staff performing their work at their offices in exceptional cases with, special permission.

The following measures must be observed for distancing and communal behaviour by all members of the IBS community:

- Students who choose to study on campus must make a written statement as to whether they have experienced symptoms of COVID during the two weeks prior to attending their classes, or whether they have been in contact with a COVID patient during this time. If so, they must be quarantined according to the regulations specified in Section 7 of this Rector's Decree.
- Physical distancing of 1.5m must be ensured and kept at all times by students, faculty and staff during teaching on campus using "large" classrooms only and while inside buildings and waiting for services in a queue. Students and faculty must follow all guidelines with regards to physical distancing, and refrain from shaking hands, kissing, hugging etc. on campus. Gatherings outside buildings must be kept to small numbers and follow the required physical distancing.
- Windows must be opened, and classrooms aired where and when this is practically possible and specifically upon tutors leaving a classroom.
- Hand sanitizers as well as posters and signs reminding everyone to use them regularly are placed in all buildings. Students and faculty must sanitize their hands regularly, avoid touching their faces and cough in their elbows. IBS will call the attention of the maintainer and operator of its buildings to the importance of sanitization of surfaces and equipment using viricidal agents at least every two hours. The operator must properly document the regular disinfection.
- Students, faculty and staff must always wear a face shield or mask covering their noses and mouths on campus, inside as well as outside buildings, within a distance of 50 metres. If students fail to wear a mask or face shield in class, or they do not wear them properly, tutors have the right to send them out, or ask them to obtain one. During the first two weeks of teaching, masks will be provided at the Student Centre for students who forgot to bring one. If a tutor fails to wear a mask or face shield in class, it the students' duty to remind them to do so. Within the buildings but outside of class, student peers, faculty and staff must remind each other of the need to wear a mask or face shield.
- In line with instructions provided by the national chief medical officer, students, faculty and staff can only enter IBS premises if their body temperature does not exceed 37.8 Celsius. Prior to

entering IBS building as well as during their stay, all members of the IBS community must allow their temperature to be taken by an appointed IBS representative anywhere on IBS premises.

- Faculty must hold consultations with students either online, or in an empty room in the Classrooms Building (rather than in the common seating area of the Office Building).
- Students and faculty must ensure that their email and telephone records are up to date on our databases so staff can reach them if needed. Students and faculty must check their @ibs-b.hu email addresses regularly to be quickly informed of any updates concerning health and safety instructions.
- **Students, faculty and staff must stay at home** self-quarantining for 10 days if they are experiencing any symptoms that could potentially be associated with COVID-19 as detailed in sections 7-9 below. Students staying at home claiming to have any of the listed symptoms shall be granted approved absences upon request sent to request@ibs-b.hu automatically.

2. Teaching and learning

As the Rector has ordered online education at the institution, the provisions below that regulate personal behaviour shall only be applicable once face-to-face education resumes.

In response to the continuing pandemic, IBS introduces the following methodological and organizational measures regarding teaching and learning in the Autumn semester of AY2020-21.

- Class sizes are halved (aiming for approx. 12 students in a group instead of the current 24), thus allowing physical distancing on campus and more intensive interaction both online and offline.
- Seminar hours that are to be attended in person, whether online or on campus, are also halved – to limit exposure in a closed space and decrease online fatigue.
- At the same time, one-way lecture-type content is assigned to students in the form of faculty-curated self-directed study before class (“flipped classroom approach”). The number of overall contact hours is thus left unchanged.

The overall aim of these changes is to enable physical distancing rules to be observed on campus and increase the flexibility of delivery while maintaining our current curriculum and educational standards.

These measures allow IBS to introduce hybrid delivery whereby students can indicate their preferred mode of study, whether they wish to study on campus or online, during the 2020-21/1 semester. In both cases (on-campus and online), regular live sessions will be held for timetabled groups with the usual requirements for attendance.

3. Assessment and examination

As the Rector has ordered online education at the institution, the provisions below that regulate personal behaviour shall only be applicable once face-to-face education resumes.

In response to the pandemic, assessment strategy is altered in full compliance with IBS’s existing academic and assessment regulations. All intended learning outcomes (ILOs) remain assessed and thus the attainment of programme-level ILOs and, ultimately, the credibility of qualifications earned at IBS is not compromised.

In parallel with the methodological and organizational changes outlined above, in order to maintain quality standards and provide a yardstick for students' self-directed learning, a graded "continuous in-class assessment" assessment component with a 20-25% weight is introduced into each module. This ensures that students come to classes prepared.

Faculty must prepare all assessment, especially tests and exams, with an open book online environment in mind. The following table summarizes all changes to the various types of assessment:

Assessment type	Traditional way	COVID-19 way (2020-21/1)
Home assignment	To be uploaded via Moodle by the given deadline.	No changes.
Presentation	To be done live in class.	Module leaders can choose from: <ul style="list-style-type: none"> - live presentation in class (face-to-face groups only), according to strict schedule; - delivery through live video conferencing; - students uploading recorded videos of themselves; - students uploading narrated PowerPoint presentations or a summary of the presentation; - a combination of the above.
Test	90-minute written closed-book test in a controlled environment.	Open-book 90-minute time-limited quizzes to be completed within a 12-hour time window in Moodle.
Exam	120-minute written closed-book examination in a controlled environment.	Open-book "take-home" examination assignments or 120-minute time-limited quizzes to be completed within a 12-hour time window in Moodle.
Continuous in-class assessment	Short assignments administered at least twice during the semester.	A variety of short assignments required on a regular basis in all modules, checking comprehension of materials to be studied in preparation for each upcoming session or showing understanding of material following a session.
Class contribution	Measures student activity in class. To be used during the Common Year only, for max. 10% of the coursework mark.	No changes.

4. Student services

As the Rector has ordered online administrative services at the institution, the provisions below that regulate personal behaviour shall only be applicable once face-to-face service resumes.

In addition to the general measures outlined in (1), the following further regulations should apply to student services:

- Service staff must wear face shields or masks whilst providing services to students in person.
- All service points must have plexiglass screens to protect both staff and students.
- One-on-one consultations with Student Wellbeing and the Career Office will be delivered online.
- Students must be provided with the option of receiving administrative services online, including but not limited to enrolments, check-ins, receiving documents, certificates and awards.
- The Library will follow all guidelines outlined herein and have its seating limited to ensure 1.5m physical distancing.

5. International mobility

5.1 New or continuing students entering Hungary

The Hungarian Government Decree 341/2020. (VII.12.) on entry conditions applies during the State of Pandemic Preparedness. This Decree entered into force on July 15. Foreign students are informed about the entry procedure on IBS's Covid-19 webpage <https://www.ibs-b.hu/how-to-apply/covid-19-updates> and may be quarantined for 14 days in accordance with the relevant state regulations and decrees. Students must note that violating the public health rules while in Hungary may lead to the revocation of their residence permit and they may be sent back to their country of origin.

5.2 Students participating in Erasmus mobility for studies or placement

Incoming and outgoing students must observe the travel and quarantine regulations of the countries they enter, including international students entering Hungary. IBS shall support all incoming students who are in quarantine by providing approved absences as well as support by its student wellbeing service.

5.3 Staff and faculty Erasmus mobility

For the 2020-21/1 semester IBS suspends sending and receiving staff or faculty within the Erasmus mobility scheme.

6. Regulations for IBS staff

As the Rector has ordered working from home education at the institution, the provisions below are only applicable to administrative staff performing their work exceptionally in their offices, with special permission.

- IBS staff must work in the office by default, strictly adhering to the health and safety regulations detailed in (1) above.
- Exceptionally, heads of organisational units may, at their discretion, permit working in the office where this is inevitable.
- Staff working from home must be online and available for discussion by email, by phone and by video calls during working hours.
- Heads of organisational units must ensure that their units are prepared to switch to working from home even in the case of a sudden closure of their offices.
- Staff or faculty members travelling abroad and returning to Hungary may be required to stay at home for 10 days.
- Staff and faculty members must observe the special restrictions on the use of communal staff rooms (kitchens, elevators). Protective gear (masks or face shields) must be worn in these rooms and only one person per table is permitted to eat at the same time.
- Further actions in terms of facility management are taken in line with the action points stated in the "Extraordinary COVID-19 Risk Assessment" document as submitted to the health authorities

7. Actions to be taken in the case of coronavirus infections identified or suspected among IBS staff, faculty or students

Unless health or police authorities instruct us otherwise, IBS will take the following actions:

In the current situation, we distinguish between three types of coronavirus risk among staff / students:

1. "Confirmed COVID patient"
2. "Probable COVID case"
3. "COVID suspect"

1. A "confirmed COVID patient" is a person who tests positive, regardless of whether or not they have any symptoms and if so what kind. If we become aware of a positive test from any student or staff member who has been to the institution in person during the 10 days preceding the date of the test, the institution will be closed for 10 days automatically. We also urge everyone to stay at home voluntarily for at least another 10 days if they notice any symptoms at the end of the quarantine period in themselves or in someone living in the same household.

2. "Probable COVID case" means a person who has been in contact with a confirmed COVID patient without protective equipment or lives in the same household. Staff and students who qualify as probable COVID cases are also required to go into at least 10 days of voluntary quarantine.

3. A "COVID-suspect" is anyone with a sudden onset of symptoms characteristic of COVID. There are three types of such symptoms: fever (above 37.8), cough, and shortness of breath. A COVID suspect is also someone who has lost their sense of smell and/or taste or anyone declared so by their GP for any reason. Students and staff suspected of COVID are required to quarantine for at least 10 days. Students and staff who have come into contact with "COVID-suspects" should not be quarantined, but it is desirable that they take special care of their fellow students / colleagues during their social contacts. If there is a sudden increase in the number of "COVID-suspicious" students and staff, we will consider closing the institution for 10 days.

8. Return to the institution after quarantine

1. Irrespective of test results, official quarantine is lifted only on expiry.
2. Non-official quarantine is typically ordered and released by the GP. There are two conditions for this: 10 days must elapse from the occurrence of the first symptom, and there must be three consecutive days free of respiratory symptoms (excluding loss of smell). So there is no need for a repeat test to end the quarantine.
3. Compliance with voluntary quarantine for an appropriate period of time shall be monitored by the heads of the departments among the staff; compliance by students is checked by the Centre for Student Services, based on the attendance register kept by the instructors.

9. Obligation to share information

- IBS informs its community in Hungarian and English about the contents of this Action Plan and its changes via the institution's internal IT system by e-mail or via the website. For those entering the territory of the institution, this Action Plan will also be posted at the entrances. In addition, visitors are constantly reminded of the most important health protection rules via easily interpretable pictograms at the entrances, in corridors and restrooms.
- If any member of the IBS community tests positive, they must immediately inform IBS management via email by sending proof of their test result to request@ibs-b.hu. Failure to do so invites disciplinary action.
- If any member of the IBS community who has been on campus tests positive, all community members must be informed.

10. Miscellaneous

- IBS does not maintain a place of professional practice; therefore, the relevant regulation is not included in this Action Plan.

- IBS does not maintain a residence hall; therefore, the regulations for these are not included in this Action Plan.
- The institution does not maintain any sports facilities; therefore, no relevant regulations are included in this Action Plan. The organization of student sports activities has been suspended indefinitely since March 2020 due to the pandemic.
- Due to the pandemic, apart from the small-group educational activities organized as set out in point 2, the institution does not organize any large-scale events (freshman camp, graduation ceremony, year opening, etc.) or if so, they are organised exclusively online.