

RECTOR'S DECREE No. 3/2021

ACTION PLAN

FOR THE PLANNING AND EXECUTION OF INSTITUTIONAL OPERATIONS

UNDER THE CIRCUMSTANCES OF THE COVID-19 PANDEMIC

Originally issued on 27 August 2020; updated with changes on 1 July 2021

1. General measures for distancing and communal behaviour

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

- 1.1 Students, faculty and staff are allowed on campus only with certified immunity. Students may generally choose between online and on-campus face-to-face teaching and learning.
- 1.2 Students who choose to study on campus must, at the time of check-in / enrolment for the semester, provide a written declaration and appropriate proof (valid certificate of immunity or equivalent) that they have received the COVID vaccination, that they have been infected after 1 January 2021 or that they are not eligible for vaccination for medical reasons.
- 1.3 Faculty and staff working on campus must present appropriate proof (valid certificate of immunity or equivalent) by 21 August 2021 that they have been vaccinated against COVID, have been infected after 1 January 2021, or are not eligible for vaccination for medical reasons.
- 1.4 With respect to 1.1, keeping a physical distance of 1.5m from other persons is recommended but not compulsory.
- 1.5 Windows must be opened, and classrooms aired where and when this is practically possible and specifically upon tutors leaving a classroom.
- 1.6 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.
- 1.7 With respect to 1.1, students, faculty and staff need not wear a mask on campus, however, it is still recommended in small closed spaces especially lifts. Wearing a mask is strongly recommended if the student, faculty or staff member experiences symptoms of any kind of infectious disease.
- 1.8 It is recommended that faculty continue to hold consultations with students predominantly online, however with respect to 1.1 they can also be held in an empty room in the Classrooms Building.
- 1.9 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 / @ibs-vienna.at email addresses regularly to be quickly informed of any updates concerning health and safety instructions.
- 1.10 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. 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

In response to the continuing pandemic, IBS introduces the following methodological and organizational solutions regarding teaching and learning in the Autumn semester of the 2021-22 academic year.

- 2.1 Students must declare at the time of registration whether they wish to attend face-to-face or online classes in the autumn semester of the academic year 2021/22. If they choose the former, proof of immunity as defined in 1.2 above is expected. Participation in online instruction is open to any active student who does not choose the former option.
- 2.2 For modules with fewer than 10 students, teaching will remain online - unless all students concerned opt for face-to-face teaching and provide proof of immunity.
- 2.3 The choice made during check-in / enrolment is for the entire duration of the semester: there is therefore no possibility to switch between face-to-face and online modes of education during the semester, even if the student's individual circumstances (e.g. proof of immunity, visa, etc.) change.
- 2.4 Average class sizes are reduced from 24 to 16, thus allowing greater-than-usual physical distancing on campus.
- 2.5 The length of seminar hours that are to be attended in person, whether online or on campus, will be 60 minutes (once or twice per week), limiting exposure in a closed space and decreasing online fatigue.
- 2.6 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. For some modules, small group teaching is complemented by online tutorial sessions once a week for the whole year group.
- 2.7 Attendance at face-to-face or online classes is subject to the normal absence rules. In online classes, the use of a web camera is compulsory throughout the class and is a prerequisite for recorded attendance.

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

3. Assessment and examination

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
Home assignment	To be uploaded via Moodle by the given deadline.	No changes.
Presentation	To be done live in class.	<p>Module leaders can choose from:</p> <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.	A "take home" assignment to be completed and uploaded on Moodle within the 12-hour time window available, or an "open book" quiz to be completed within 90 minutes at a time of your choice within the 12-hour time window.
Exam	120-minute written closed-book examination in a controlled environment.	A "take home" assignment to be completed and uploaded on Moodle within the 12-hour time window available, or an "open book" quiz to be completed within 120 minutes at a time of your choice within the 12-hour time window.
Continuous in-class assessment	Short assignments administered at least twice during the semester.	A variety of at least three 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

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

- Service points may use plexiglass screens.
- One-on-one consultations with Student Wellbeing and the Career Office staff may 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 limits the number of its readers at any one time follow guidelines outlined herein.

5. International mobility

5.1 New or continuing students entering Hungary

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 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

Faculty and staff travelling to and from Hungary must comply with the travel and quarantine rules of the countries concerned, including rules of returning to Hungary.

6. Regulations for IBS staff

- 6.1 IBS staff must work in the office by default, strictly adhering to the health and safety regulations detailed in sections 1-4 above. With respect to 1.1, keeping your distance and wearing a mask is recommended, but not compulsory.
- 6.2 Heads of organisational units may, at their discretion, permit working in the office where this is reasonable.
- 6.3 Staff working from home must be online and available for discussion by email, by phone and by video calls during working hours

- 6.4 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.
- 6.5 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 case of suspected or proven coronavirus infection within its community

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

- "Confirmed COVID patient"
 - "Probable COVID case"
 - "COVID suspect"
- 7.1 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 we will urge them to stay at home voluntarily for at least 10 days, and extend this period by 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.
 - 7.2 "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.
 - 7.3 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 °C), 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.
 - 7.4 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

- 8.1 Irrespective of test results, official quarantine is lifted only on expiry.
- 8.2 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.

- 8.3 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

- 9.1 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.
- 9.2 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.

10. Miscellaneous

- 10.1 IBS does not maintain a place of professional practice; therefore, the relevant regulation is not included in this Action Plan.
- 10.2 IBS does not maintain a residence hall; therefore, the regulations for these are not included in this Action Plan.
- 10.3 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.
- 10.4 With respect to the pandemic, mass events (e.g. freshman camp, graduation ceremony, job fair) will not be organised, or will be held online. If a mass event is organised in a closed space, participation will only be allowed with certified immunity. Open-air events may be organised without any restrictions (e.g. opening of the year, tutors' day).