



DEAN

Dear Students,

As you have all been informed, the Hungarian government and the directorate of BME has introduced distant teaching beginning on 23rd March until withdrawal, due to the current developments of the COVID-19 global epidemic.

We would like to inform you of the most important tasks and changes regarding the transition to distant learning beginning next week. Please read it carefully and be prepared for the new regulations.

I. General principles

1. The unusual situation does not only require cooperation, flexibility and increased effort from both students and teachers but proactivity is also needed in order to maintain educational goals even in such changed circumstances.
2. BME had a public announcement on 16th March under "Provisions regarding study management and the schedule of the spring semester". The announcement is particularly essential now for the normal operation of the Faculty this semester. (http://www.bme.hu/hirek/20200316/Tajekoztato_a_koronavirus_helyzetrol).
3. Our main goal is to teach just as if it was a regular semester and to finish the semester at the original date.
4. During distant teaching we should keep to the schedule of the original timetable. Any changes would only make learning more chaotic and the time available is simply not enough for restructuring the schedule.
5. The numeration of weeks has changed because of the transferred spring semester. Therefore the standard is set by the university that you can see at the table below:

First day of the week (Monday)	Previous numeration of weeks	New numeration of weeks	Numeration of Neptun weeks	Parity
9th March.	5.	5.	5.	odd
16th March	6.	Spring break	6.	-
23rd March	7.	6.	7.	even
30th March	8.	7.	8.	odd
6th April	9.	8.	9.	even
13th April	Spring break	9.	10.	odd
20th April	10.	10.	11.	even
27th April	11.	11.	12.	odd

6. According to the previous numeration, both in the original timetable and in the exam schedule week 6 to week 9 differ from the new numeration and the schedule is only replaced from week 10. Exam schedule will be soon updated on our website.
7. According to the University provisions, there will be no record of attendances on lectures and practice while attendance is required during labs in case they are physically held.
8. The contraction of similar courses of a subject is possible taking technical and organizational restrictions into account. It is unnecessary to hold X number of practice classes simultaneously in distant teaching without interactivity. On the other hand, practice classes can not be contracted with a different schedule (see point I/5.) Possible contractions can be specified or restricted depending on technical availabilities (number of students/infrastructure) or the intention of teachers (how they intend to hold classes).
9. Electronic systems will not only be essential for establishing teamwork but they will be also be the means of sharing images, sound, messages and files. We are likely to use the following systems during the semester:



- Microsoft Teams
- Cisco Webex
- LogMeIn GoToMeeting

Important notice: these systems can only be used if all students have an eduID address. It is essential that all students create an account based on the explanation in appendix 1 (due to the increased claims, we would kindly ask you to create the ID as soon as you can as it may take more time as usual).

10. The most preferred way of exchanging messages is via Neptun, e-mail, Moodle or Teams as you can keep track of your messages. Messenger, Facebook groups cannot be used in cases where exchanged messages may be essential to be proved. **Please check the accuracy of your e-mail accounts and set your Neptun account as well to be able to forward any messages.**

II. The organization of distant teaching

1. All educational activities will be organized via distant teaching beginning on 23rd March, therefore it will be crucial that all students should have all required pieces of equipment available (laptop, PC, smart phone, tablet, etc.) as well as internet access. All forms of education (lectures, practice, labs, consultation, exams) will be held by means of these forms of equipment.
2. Before all activities, you will get notifications from the teacher:
 - a) of the tasks that should be prepared before the activities (material of the lecture, downloadable materials, revision, preparation)
 - b) of the exact time of the activity and the communication form
 - c) of the tasks that should be done afterwards and their deadlines
3. The schedule of midterm exams is being reorganized which will differ from the subject data sheet. Instead of the exams, which would be unaccomplishable in such situation, different tasks will be assigned as 'individual work' or will be checked by means of Moodle. All students will be informed of changed requirements from teachers of the given subject during next week. Midterms tests can only be held based on the schedule of exams.
4. Laboratories are expected to have a lot of changes due to the lack of physical attendance. Teachers will provide you with detailed information, videos, materials in order to achieve the aim of the programme. The system of tasks with deadlines, home assignments will not be changed and will be the base of evaluation.
5. If you have any questions or problems, please send them to distedu@vik-dh.bme.hu.

I wish all our students good health, cooperation and successful studies, despite the extremely difficult health situation!

Dr. Charaf Hassan
Dean

Appendix 1

Setting up a University level Office 365 and Microsoft Teams account

During the transition to distant teaching, BME has chosen Microsoft Teams as its primary communication platform. If you do not have Office 365 access via the university (@edu.bme.hu username), please follow this guide to create it.

Setting up the eduID for Office 365

- 1) Open the page <https://login.bme.hu/> in your browser and choose the **Felhasználói adminisztráció** (user administration) tab.
- 2) If you already know your **eduID** (xyz@bme.hu, where xyz consists of numbers), log in using that following „**eduID Belépés**”. Otherwise, use your Neptun code and password to log in on the right side of the page.
- 3) After login, you get to the BME Címtár user management page. Choose **Felhasználónév beállítása a Microsoft Office 365 csomaghoz** (setting username for Office 365).
- 4) If you do not have an @edu.bme.hu email address, first you have to choose a username for that. This cannot be changed later. If you already have such an email address, skip this step.
 - a) You can choose from the list or set an arbitrary one (activation of an arbitrary one takes longer).
 - b) Click on **beállítások mentése** (save settings).

The screenshot shows a web form for setting up an Office 365 account. It features a section titled "Felhasználónév kiválasztása:" with a list of radio buttons and redacted names. Below this is a text input field for a custom username and a label "Példák érvényes felhasználónévre:". The "Office 365 hozzáférés igénylése:" section has radio buttons for "igen" (selected) and "nem". A note below states: "(Office 365 hozzáférés igénylésére később is lehetőség van a kiválasztott felhasználónévvel. Az adott felhasználónevet más már nem foglalhatja le, miután Ön lefoglalta.)". At the bottom is a "Beállítások mentése" button.

- 5) If the setup was successful, you will see your email address on the next page and you can use that to log into Office 365 services. The activation may take a day.

Setting up Microsoft Teams

Teams can be run from a browser, as desktop client (this has some additional features) and using smartphone clients. Official documentation can be found here: <https://support.office.com/hu-hu/article/meetings-and-calls-d92432d5-dd0f-4d17-8f69-06096b6b48a8>

Client applications are available here: <https://teams.microsoft.com/downloads>. Use your @edu.bme.hu email address to log in.

Setting up Teams in a browser

1. Open <https://teams.microsoft.com/> and enter your @edu.bme.hu email address. (If you have used Teams with a different account before and you are logged in with that automatically, sign out, so that your username will be asked again.)
2. The username with @edu.bme.hu takes you to the login page of BME. Enter your password here.
3. Now you are taken back to the Microsoft page. You can ask the site to remember your credentials.
4. Microsoft Teams is loaded in your browser.