

## Announcement

### About the attendance tracking on the Department's lectures (2019-2020-2 semester)

1. Attendance of the lectures held by the Department is mandatory for every student, as it can be read on the official subject sheets accepted by the Faculty Council. For any semester to be accepted the student must attend at least 70% of all lectures. From now on the attendance will be checked, at least occasionally, by the department. Any student who is found to have missed more than 30% of all lectures will automatically fail the subject in question.
2. To lighten the administrative load of this the Department is using an online attendance tracking system. Students can record their attendance for a given lecture via a simple web form. When the attendance is about to be checked the lecturer will show a code (belonging to the specific lecture) on the projector, similar to the one below:



3. With this code the attendance checking form can be reached two ways:
  - a. By scanning the QR code directly with a “smartphone” device (this requires the installation of a QR code scanning app) and opening the link therein directly, or
  - b. by using the permanent URL shown under the QR code (for the time being this is: [www.buildingphysicsplatform.com/a/c](http://www.buildingphysicsplatform.com/a/c)), which leads to an intermediate page where one has to enter the “ID” and “Token” codes also seen under the QR code and then pressing the “OK” button (this step is necessary to identify the specific lecture the student wishes to register his/her attendance for). This leads to the same form as method a).

The successful scanning of the QR code is therefore NOT a strict requirement for the use of the system, it is merely a convenience feature (to skip part b). At minimum only an internet connection is required.

4. To mark the attendance the student must first enter his/her neptun code in the appropriate field, then:
  - c. hit the “Submit” button to finalize the check-in, or
  - d. if the lecturer has decided to set one, the student also has to answer a simple multiple-choice question presented on the screen. There will be 4 possible answers in the form of 4 buttons with exactly one correct option. A student can have only one try to answer the question correctly. The purpose of the question is not to check in-dept knowledge (it is not a test), but simply to check whether the student was actually present during the lecture. Therefore all questions will be easy to answer for anyone attending the lecture (and paying attention).
5. Only student officially registered for the given subject will be allowed to register (based on their Neptun code). A misspelled Neptun code will be rejected and the student is allowed to try again. We remind all students to make sure their registration for the given subject in the Neptun system is in order!



6. The check-in is time-limited! The exact time limit is set by the lecturer but will usually be around 5 minutes counting from the time the first check-in request is received by the server. After this time no further request will be accepted by the system. Late check-ins will be ignored.

7. Each student can have only one try to check his/her attendance for any given lecture and must use his/her own device.

8. The student will receive immediate feedback about the success or failure (due e.g. to a bad answer or timeout) of the check-in attempt via a message on the screen. The page then redirects to the department's website.

9. If a student has insurmountable problems with the use of the system (e.g. no internet capable mobile device or no internet connection) than he/she may apply to be included on a manual attendance tracking form that will be available to be signed at the same time in front of the lecturer. For this the student must, in advance, explain why he/she can't use the automated system to Dr. Dániel Bakonyi, either in person or via email ([dbakonyi@epsz.bme.hu](mailto:dbakonyi@epsz.bme.hu)). If the problem is judged to be valid the student will be registered for the manual form. Any signature from a student not previously registered (Neptun code not printed on the form) will be ignored and will not count as a valid mark of attendance! As the goal of the system is to automatize the attendance tracking as much as possible, we strongly ask all student to only try to register for the manual form if really necessary (invalid request will not be accepted)!

10. Students are able to check their attendance (as registered in the system) using the following link:

<https://www.buildingphysicsplatform.com/a/res/>

After entering a Neptun code and selecting the subject the attendance is shown for each individual class (where it was checked), followed by a summary. Since the system counts non-attendance a point of 0 corresponds to perfect attendance, but if the points exceed 30% of all classes the student will fail the subject.

11. We ask all students to report all problems with the system right away! As at the end of the semester it is very difficult to prove anything, the Department will not be able to accept any retroactive complaints!

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Department of Building Constructions

Dr. Dániel Bakonyi  
research fellow

Dr. Gergely Dobszay  
head of department

