

Lublin, March 13th, 2020

Dear Teachers and Students,

as a part of action undertaken to prevent the spread of SARS-CoV-2 virus, following the Regulation of the Minister of Science and Higher Education on the suspension of classes at universities until 25 March 2020 and following the Regulation of the Rector of the Maria Curie-Skłodowska University on the suspension of classes until 15 April 2020, I inform:

1. No classes, credits or exams may be held during the above period.
2. All employees of the Department are obliged to respond to emails on a daily basis, especially university post mail.
3. Research and teaching staff are required to work at home and are not exempt from research/artistic work.
4. Research and teaching staff are asked to continue, as far as possible, their duties related to student education. Teachers can offer students support by using e-mail, online platforms and disks as well as Skype and WhatsApp audio/video communicators for:
 - feedback on artistic works,
 - proofreading of written works, including thesis,
 - audio or video consultations,
 - recording and publishing lectures online,
 - sending presentations and scripts containing material required for the credits,
 - carrying out exercises and stage tasks.
5. Students may access e-mail addresses of teachers on their profiles on the umcs.pl website.
6. Teachers may access email addresses of students of a given class group after logging into usosweb.umcs.pl. The instructions for sending emails to the student groups will be published separately.
7. The Dean's Office and secretaries work during normal hours, contact by email and telephone and sending requests and documents by e-mail is preferred:
Dean's Office: tel. 81-537 69 25, artystyczny@poczta.umcs.lublin.pl
Office of the Institute of Music: tel. 81-537 69 12, muzyka@poczta.umcs.lublin.pl
Office of the Institute of Fine Arts: tel. 81-537 69 24, plastyka@poczta.umcs.lublin.pl
8. Student ID cards have been automatically extended until May 31, 2020 by the Regulation of Ministry of Science and Higher Education. You do not need to extend them individually at the Dean's Office.
9. Urgent matters and current needs can be reported by students to Vice Dean for Student Affairs, Dean, Students' Council, student representatives or tutors:
Vice Dean for Student Affairs: alicja.kupiec@umcs.pl
Dean: asp@umcs.pl
Students' Council: samorzad.wa.umcs@gmail.com
Tutors: <https://www.umcs.pl/pl/opiekun-roku,18271.Htm>
Tutor of **Graphic Arts students**: mgr Andrzej Mosio, andrzejmosio@gmail.com
Erasmus Coordinator at Institute of Fine Arts: dr hab. Agnieszka Zawadzka, agnieszkazawadzka21@wp.pl
Erasmus Coordinator at Institute of Music: prof. dr hab. Elżbieta Krzemińska, elzbieta.krzeminska@umcs.pl
Phone numbers of tutors and teaching staff may be acquired by calling the following 24-hour telephone number: 81-537 69 00.
You may acquire phone numbers of the student representatives at Dean's Office during working hours: tel. 81 537 69 25.

Please keep up to date with the information published on the Faculty and University website.

Dean of the Faculty of Arts of the Maria Curie-Skłodowska University in Lublin,
dr hab. Alicja Snoch-Pawłowska, prof. UMCS