

**The Ordinance of the Rector
of Maria Curie-Skłodowska University in Lublin
no. 34/2020
of May 11, 2020**

**on conducting and organising course credits and examinations
in the summer semester of the 2019/2020 academic year**

Pursuant to Article 23, item 1 in connection with Article 74a of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended) in relation to §19 section 2 of the Statute of the Maria Curie-Skłodowska University it is ordered as follows:

**General provisions
§ 1**

1. In the summer semester of the 2019/2020 academic year, it shall be recommended to conduct exam session outside the University as well as outside its branch by using Information Technology assuring the control of their processes and recording them (hereinafter referred to as IT). The Faculty Dean shall decide about the means of conducting course credits and examinations.
2. The participation in the course credit or examination using IT shall be tantamount to agreeing to the possibility of recording its process with the participation of the student and the examiner or lecturer conducting the course credit. Only the examiner or lecturer conducting the course credit shall have the right to register the course credit or examination.
3. The student taking course credit or examination is obliged to present a student ID at the request of the examiner or the lecturer conducting the course credit.
4. It shall be possible for the examiner or lecturer conducting the course credit to invite additional persons to support the control of students' independent work during the examination or course credit. These persons may have access to the images from students' cameras.
5. The student taking course credit or examination using IT shall be obliged to have access to a computer or other device equipped with a microphone and a camera, allowing for real-time two-way audio and video communication, connected to the Internet, as well as shall have access to the IT tool as well as he/she shall have the knowledge of using this tool subject to §2.
6. At the request of the examiner or lecturer conducting the course credit, the student who is taking the course credit or examination shall be obliged to facilitate, by using a camera in his/her device, the room where he/she shall be during the course credit or examination subject to §2.
7. The principles determined in the present ordinance shall not apply during consultation with the student or current verification of student's learning outcomes conducted during classes.

**Course credits or examinations conducted remotely
§ 2**

1. Course credits or examinations conducted remotely may take written or oral form, synchronous or asynchronous one, depending on the nature and the content of learning outcomes that shall be liable to the verification.
2. Remote course credits or examinations shall be conducted in accordance with the following principles:
 - 1) one form of the course credit or examination shall be applied in a given course during the exam session;
 - 2) the form of the course credit or examination shall:
 - a). enable the verification of anticipated learning outcomes;
 - b). correspond or be as close as possible to the form given in the syllabus of the course;
 - c). minimise the risk of independent passing the examination / course credit or the use of unauthorized aids.
1. For justified reasons, the Dean may decide on more than one form of the course credit or examination from the particular course as well as modify the form proposed by the lecturer.
2. At least seven days before the beginning of the exam session or before the course credit/ examination conducted before the exam session, the Dean of the Faculty shall announce a list of the courses which shall be ended with the remote course credits or examinations together with information about the form of conducting them as well as the choice of IT tools for conducting them.
3. The examiner or the lecturer conducting the course credit shall be obliged to archive in the selected form course credit/examination works of the students in order to assess the quality of education.

§ 3

1. The process of the course credit or examination conducted remotely in the oral form may be recorded in the form of video and audio recording. The quality of the recording should enable checking the process of the course credit or examination.
2. Only the examiner or the lecturer conducting the course credit may record the course credit or examination, being responsible for protecting the recording against damage. The recording can be made available only to the Dean of the Faculty.
3. The examiner or the lecturer conducting the course credit shall remove the recording immediately after 14 days from the date of the course credit or examination. The examiner or the lecturer conducting the course credit shall be obliged to archive, in any form, the list of examined students on a given day and the content of questions ask to him/her in order to assess the quality of education.

§ 4

If during the examination or the course credit conducted remotely in the oral form the connection with the student is broken, the examiner or the lecturer conducting the course credit may:

- a). reconnect and continue the examination or the course credit whereby such an attempt shall be made up to three times in a 15-minute period;
- b). end the examination or the course credit and award the grade based on the student's previous answers;
- c). repeat the examination or the course credit the same day after reconnecting with the student.

§ 5

If during the examination or the course credit conducted remotely in the written form the connection with the student is broken, the examiner or the lecturer conducting the course credit may:

- a). reconnect and continue the examination or the course credit;
- b). end the examination or the course credit and award the grade based on the student's previous answers;
- c). repeat the examination or the course credit the same day after reconnecting with the student

IT tools

§ 6

1. The IT tool used in conducting the examination or the course credit conducted remotely must provide:
 - 1). the possibility to control the process of the examination or the course credit and its recording;
 - 2). data security, including the personal data protection required by law for the examiner or the lecturer conducting the course credit and students.
2. In order to conduct examination or the course credit remotely following platforms shall be particularly used:
 - 1). tools available as part of the University e-learning platform "Virtual Campus of UMCS" administered by the Office of Remote Education of the Centre for Training and Study Services;
 - 2). the Teams application within the framework of a University license Microsoft Office 365.
3. The Dean may stand to the Vice-Rector in charge of students education with the application for the use of an IT tool other than those mentioned in the aforementioned item 2, providing that this IT tool shall obtain a positive opinion of Lubman UMCS and the University Data Protection Inspector.

Final provisions

§ 7

1. If a decision about conducting the course credit/examination at the University as well as in its branch shall be made, the Dean of Faculties shall be obliged to conduct it in accordance with all safety rules, i.e. in particular, keeping the distance, specifying the exact times of persons participating in the course credit/examination, assuming breaks between individual course credit/examination and providing disinfectants.
2. In matters not included in the present ordinance, the provisions of the Study Regulations of the Maria Curie - Skłodowska University in Lublin constituting an attachment to RESOLUTION No. XXIV - 26.5 / 19 of the Senate of the Maria Curie-Skłodowska University in Lublin of April 24, 2019 regarding study regulations shall apply.
3. The provisions referred to in the present ordinance shall apply adequately to the exam session as part of doctoral studies and doctoral schools as well as under postgraduate studies and other forms education. The control over the proper process of exam session shall have:
 - 1). directors of general university units;
 - 2). directors of doctoral schools at the University;
 - 3). heads of doctoral studies;
 - 4). heads of postgraduate studies.

§ 8

The provisions of the present ordinance shall also apply to the winter session of the 2019/2020 academic year if, due to restrictions related to the SarsCoV-2 coronavirus, it was not completed by March 30, 2020.

§ 9

The ordinance shall become effective on the day of signature and shall apply until further notice, however not longer than until September 30, 2020.

RECTOR

prof. dr hab. Stanisław Michałowski