

The Ordinance of the Rector of Maria Curie-Skłodowska University in Lublin

No. 2/2021

Of January 25, 2021

On organizing didactic classes at Marie Curie-Skłodowska University in the summer semester of the 2020/2021 academic year

Pursuant to Article 23 in connection with Article 50 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2020, item 85)

§ 1

1. Education in the summer semester of the 2020/2021 academic year at higher education study programmes, doctoral studies, doctoral schools, postgraduate studies and other forms of education, will be carried out with the use of distance education methods and techniques, subject to paragraph 2-6.

2. It is allowed to carry out some practical classes in the traditional mode, in particular: laboratories, seminars, apprenticeships, field classes, etc., as well as scientific works or research necessary to prepare diploma theses or credits.

3. Decisions on the issues referred to in section 2 shall be taken by the Dean of the Faculty following the criterion of their necessity to obtain the required learning outcomes.

4. The decision to conduct the classes referred to in para. 2, is undertaken by the dean of the faculty, guided by the principle that classes provided for in the study programmes for the last year of studies have priority in the organization of traditional classes.

5. During the period referred to in sec. 1, it is allowed to conduct the classes referred to in paragraph 2 in hybrid form.

6. The consent for using the laboratory by students shall be made by the Dean of the Faculty. In the case of institute laboratories, this decision shall be taken by the Dean of the Faculty in consultation with the Director of the Institute.

7. The Director of the Physical Culture Center in consultation with the Dean of the particular faculty and the Vice-Rector for Student Affairs and Quality of Education shall decide on the form of conducting classes for a given programme and year.

§ 2

1. UMCS doctoral students may conduct research and use University premises and apparatus needed for this.

2. The decision to admit a doctoral student to the premises and apparatus is made by the Director of the Institute in consultation with the Dean of the Faculty or the Director of the Doctoral School.

§ 3

1. Classes conducted in a distance or hybrid form should be carried out synchronously, during the hours specified in the schedule for a given study programme and year. They should be prepared and made available to students using the UMCS Virtual Campus or the Teams application under

the university Microsoft Office 365 license. They should enable to activate the students and give them the possibility of asking questions and expressing themselves.

2. It is allowed to use the USOS system and the employee's official mail as a subsidiary form of contact with students.

3. The Dean asks the Vice-Rector for Students and Education Quality if there is a possibility to use a tool other than those mentioned in section 1 subject to a positive opinion from the Director of Lubman UMCS. In the case of doctoral schools, the decision is taken by the Vice-Rector for Research and International Cooperation.

§ 4

If necessary, resulting from the character of classes or the size of classrooms, classes conducted in the traditional form may be carried out in groups smaller than those specified in the University's internal regulations with the Vice-Rector for Student Affairs and Quality of Education's consent provided that cost calculations resulting from the proposed changes are presented.

§ 5

Consultations with the participants of the classes should be held remotely on scheduled dates. Within the prescribed period, an academic teacher should be available to students on the indicated platform referred to in § 3 it. 1. The Dean of the Faculty / Director of a Doctoral School or the Head of a University Organisational Unit may consent to the consultation in the traditional mode.

§ 6

1. Classes in the traditional mode should be carried out with all precautionary measures, including those relating to the number of people in the rooms, the use of protective masks and, if necessary, protective gloves.

2. Deans / Directors of Doctoral Schools / Heads of University Organisational units are required to submit - by February 25, 2021. - list of subjects / modules for particular study programmes (taking into account the specialisations) and the years during which the classes will be conducted in the traditional form.

§ 7

1. Students participating in classes in the traditional form are obliged, before their beginning, to complete the declaration which is attached as Appendix 1 to this ordinance.

2. The student taking part in classes using methods and techniques of distance learning 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 referred to in §3 sec.1 or 3 depending on the type of classes subject to sec. 3.

3. In case of occurring technical limitations which prevent the participation in classes using methods and techniques of distance learning, the students is obliged to immediately report this fact to the Vice-dean for Student Affairs (in terms of doctoral students to the Heads of doctoral studies /Heads of doctoral schools, in terms of participants of postgraduate studies and other

forms of education to the Head of this particular form of education) in order to determine the conditions of using the University's Facilities or other conditions of getting the course credit.

4. The person who conducts classes using methods and techniques of distance learning is responsible for:

1) the substantive content of the electronic materials and their compliance with the law, including, in particular, copyright law;

2) securing and archiving electronic materials which document the course of classes, and enable the verification of the learning outcomes achieved by students, including the purposes of assessment by accreditation committees.

5. The person who conducts classes provides appropriate methods of verification students' learning outcomes and is obliged to observe regularly the learning process of students.

6. Classes carried out using methods and techniques of distance learning would be regulated in accordance with the allocation of the number of classes determined in the individual academic teacher plan, provided that participants are able to achieve the learning outcomes expected for particular classes in the subject syllabus.

7. Visiting classes conducted by using methods and techniques of distance learning is carried out according to the general rules adopted at the University. Detailed rules for conducting visiting classes are specified by the Dean / Head of doctoral studies or the Head of a University Organizational Unit.

8. In the case of classes conducted with the use of methods and techniques of distance learning, the size of groups which require regular interactions between the teacher and the participants of the classes cannot exceed the limits determined in the traditional form of education.

9. Information on conducting classes using methods and techniques of distance learning should be included in the class syllabuses.

§ 8

1. The University reserves the right to revoke or modify the rules adopted in this ordinance in the event of introducing changes to generally applicable regulations related to the epidemic.

2. Principles on the procedure for conducting and organizing final credits and exams in the summer semester of the 2020/2021 academic year will be specified in a separate ordinance.

§ 9

The ordinance shall become effective on January 25, 2021.

RECTOR

prof. dr hab. Radosław Dobrowolski