

**The Ordinance of the Rector
of Maria Curie-Skłodowska University in Lublin
no. 80/2021
of September 3, 2021
on organizing classes at Maria Curie-Skłodowska University in the winter semester of
the 2021/2022 academic year**

Pursuant to Article 23, section 2 of the Act of July 20, 2018, *Law on Higher Education and Science* (Journal of Laws of 2021, item 478 as amended), the Minister of Health ordinance of March 20, 2020, on introducing the epidemic state in the Republic of Poland (Journal of Laws of 2020, item 491 as amended), Minister of Science and Higher Education ordinance of September 27, 2018, on studies (Journal of Laws of 2021, item 661) it is ordered as follows:

§ 1

The following ordinance regulates the organization of the education process at the University in the conditions connected with the prevention, counteracting and eradicating COVID-19 in the winter semester of 2021/2022 academic year, in the epidemic state:

- 1) for the first-cycle programme
- 2) for the second-cycle programme
- 3) for the long-cycle programme
- 4) for the third-cycle programme
- 5) for post-graduate programmes, professional development courses and training courses

§ 2

1. It is recommended to conduct classes referred to in § 1 points 1-3 in the University facilities and using methods and techniques of distance learning, provided it has been specified in the study programme (syllabus), subject to sec. 2-5.
2. Lectures shall be conducted in the form of distance learning, regardless of the study programme if there are more than 35 students entitled to participate in the lecture. A person entitled to participate in the lecture is a student signed up for the lecture, subject to sec. 3-5.
3. In justified cases, especially those connected with technical issues and facilities of a given faculty, Vice-Rector for Student Affairs and Quality of Education may allow conducting the lecture in the University facility in a group exceeding the limit of participants referred to in sec. 2.
4. Dean of the Faculty, in consultation with Vice-Rector for Student Affairs and Quality of Education, may consent to conduct the lecture in the form of distance learning for the group of students below the limit referred to in sec. 2.

5. Dean of the Faculty may consent to conduct the lecture referred to in sec. 2 in the University facilities with a possibility that some students would participate in the lecture in the distance learning mode (hybrid learning).

6. Dean of the Faculty in which the distance learning mode is applied is responsible for meeting the requirements determined in the regulations proper for this learning mode.

§ 3

1. Distance learning mode is applied for:

1) doctoral students and students of the doctoral schools

2) participants of post-graduate programmes and professional development courses

3) participants of training courses

– providing that such mode of learning has been specified in the study programme (syllabus).

2. At the request of the faculty advisor (for the post-graduate programmes, professional development courses and training courses) Vice-Rector for Student Affairs and Quality of Education may consent to conduct classes for students referred to in sec. 1 points 2 and 3 in the distance learning mode, provided it has not been specified in the study programme.

§ 4

1. Classes conducted in a distance learning form shall be carried out in a synchronous mode, during the time specified in the schedule for a given programme and year.

2. Classes shall be prepared and made available to students with the use of the Virtual Campus of UMCS or the Teams application within the framework of a University license Microsoft Office 365. These classes shall enable the activation of students by giving them possibilities of asking questions and taking an active part in classes.

3. It is possible to use USOSweb system or university electronic mails as additional forms of contact with students.

4. The Dean may apply to the Vice-Rector for Student Affairs and Quality of Education with the application for the use of an IT tool other than those mentioned in the aforementioned sec. 2, providing that this IT tool obtains a positive opinion from the Director of Lubman UMCS. In the case of doctoral schools, the decision is made by the Vice-Rector for Research and International Cooperation.

§ 5

1. 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 § 4 depending on the type of classes subject to sec. 2.

2. In case of occurring technical limitations which prevent the participation in classes using methods and techniques of distance learning, the student 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.

3. 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.

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

5. 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.

6. 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.

7. 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.

§ 6

Consultations with the participants of the classes should be held in the University facilities according to the schedule specified in a given unit.

§ 7

1. In organizing the education process, the recommendations of the Ministry of Education and Science and the Main Sanitary Inspectorate are taken into consideration.

2. The current guidelines for the fulfilment of the requirements referred to in sec. 1 shall be issued by the Chancellor, in particular:

- 1) requirements concerning the adjustment of the University facilities for making the classrooms and other rooms in relation to fulfilling the ordinance;
 - 2) frequency of cleaning and disinfecting the University facilities , their elements, classrooms, sanitary facilities, equipment;
 - 3) manner of situating disinfectants in the University facilities.
3. The Chancellor, in consultation with the Rector, shall lay down the procedure for dealing with the cases of the appearance of the COVID-19 illness symptoms for students, doctoral students and the University employees.

§ 8

1. Dean of the Faculty shall organise the classes in the University facilities in accordance with the requirements of the Chancellor.
2. Classes conducted in the traditional mode shall be attended only by students who do not present symptoms of the disease of the upper respiratory tract (fever, cough, muscle pain).
3. While determining the schedule, Dean of the Faculty, as far as possible, shall follow the rule that classes may be organised in one learning mode on a given day.
4. While organising classes with the use of methods and techniques of distance learning Deans of Faculties comply with the rules of The Regulation on the Organisation of Classes Using Distance Learning Methods and Techniques at Maria Curie-Skłodowska University in Lublin.

§ 9

1. The rules adopted in the present ordinance relevant to:
 - 1) Dean – shall be applied respectively to the Head of a University Organizational Unit or Dean/Head of doctoral studies;
 - 2) the University – shall be applied to its branch.
2. 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.
3. Principles on the procedure for conducting and organizing final credits and exams in the summer semester of the 2021/2022 academic year will be specified in a separate ordinance.

§ 10

The ordinance shall become effective on the day of signature.

RECTOR

prof. dr hab. Radosław Dobrowolski