

## **REGULATIONS**

### **on the organisation of didactic classes conducted with the use of distance learning methods and techniques at Maria Curie-Skłodowska University in Lublin**

#### **§ 1**

1. The present regulations define the rules of organising and conducting didactic classes in higher education with the use of methods and techniques of distance learning (hereinafter referred to as distance learning) at Maria Curie-Skłodowska University in Lublin (hereinafter referred to as the University).

#### **§ 2**

1. Didactic classes may be conducted with the use of methods and techniques of distance learning in every cycle of studies, on every study programme of full-time and part-time studies, provided that the character of the study programme allows it.
2. The amount of ECTS points that can be gained by students during the classes conducted with the use of distance learning methods and techniques cannot exceed:
  - 1) 50% of the amount of the ECTS points required to complete the studies on a given level in case of the practical academic degree programmes,
  - 2) 75% of the amount of the ECTS points required to complete the studies on a given level in the case of the general academic degree programmes– subject to sec. 3 and 4.
3. In the case of the study programmes conducted in accordance with art. 68 of the act “Law on higher education and science” (Journal of Laws 2021 item 478, 61.) the maximum number of ECST points that may be obtained during the classes conducted with the use of methods and techniques of distance learning is determined by ordinances of the minister relevant for higher education.
4. The number of teaching hours in full-time and part-time studies conducted with the use of distance learning methods and techniques in the case of studies started before the 2019/2020 academic year may not exceed 60% of the total number of teaching hours specified in the study programs, subject to sec. 3.
5. In the period from the moment of the announcement of the state of epidemic threat or epidemic to the end of the semester during which that state was cancelled, classes may be carried out in the form of distance learning, whether or not it has been provided for in the study program.
6. The number of ECTS points assigned to classes conducted in the form of distance learning in the period referred to in sec. 5 shall not be included in the number of ECTS points referred to in sec. 2.

7. All classes may be conducted with the use of distance learning methods and techniques, subject to the provisions of sec. 8.
8. In the case of classes that develop practical skills, distance learning methods and techniques can be used as an aid.
9. It is recommended that the activities conducted in the form of distance learning are carried out synchronously, in the hours specified in the schedule for a given field of study and year.
10. Classes with the use of distance learning methods and techniques may be conducted:
  - a) only via the UMCS Virtual Campus or the MS Teams application under the University's Microsoft Office 365 license, subject to sec. 11;
  - b) partially at the facilities of the University with the use of traditional forms of education, partially remotely, via the platforms referred to in letter a.
11. It is allowed, as an additional form of contact with students, to use the USOS system and the employee's official email.
12. The Dean may apply to the Vice-Rector for Student Affairs and Quality of Education with a request to use a tool other than those mentioned in sec. 10, provided that they obtained a positive opinion from the director of Lubman UMCS.
13. The lecturer or the subject coordinator (in the case of classes conducted by more than one person) who applies for the implementation of specific classes in the form of distance learning presents the Dean with the application in accordance with Appendix no. 1 along with the syllabus before the beginning of the semester, within the time limit set by the Dean. The Dean or the authorized Vice-Dean, based particularly on the analysis of the detailed list of content, learning outcomes planned for a given class and methods of their verification presented in the syllabus, as well as taking into account the quality of education, considers the application after consulting the relevant programme team, and in the case of foreign language courses after consulting the Director of the Foreign Language Teaching and Certification Centre.
14. The list of classes carried out remotely is subject to registration in accordance with Appendix no. 2 or the form established by the Dean.
15. The lecturer who conducts classes in the form of distance learning is obliged to have appropriate competencies related to the operation of the selected educational platform and methodological skills necessary for the effective implementation of the education process, which can be acquired through participation in training or as part of self-education, in particular by reading the instructions concerning the implementation of classes with the use of distance learning methods and techniques, including those prepared by the Centre for Education and Study Services.
16. Information on classes conducted with the use of distance learning methods and techniques should be included in the subject syllabus.

### § 3

1. The lecturer is responsible for the proper preparation of didactic classes conducted with the use of distance learning methods and techniques and for the effective implementation of the content in accordance with the study program.
2. The lecturer is also responsible for the implementation of the full range of learning outcomes, with the student's workload specified in the study program through the number of ECTS credits.
3. The lecturer is obliged in particular to:

- a) prepare and provide didactic materials necessary for the implementation of the learning programme,
  - b) monitor the activity of participants in classes,
  - c) communicate with the participants of the classes in the previously established way,
  - d) inform the participants of the classes about the form of crediting the classes in the subject,
  - e) conduct consultations for participants of classes at the University facilities,
  - f) verify the achievement of learning outcomes by students, including the ongoing monitoring of learning progress,
  - g) be in compliance with the provisions on copyright and related rights when creating and using teaching materials.
4. The University allows for the verification of the achieved learning outcomes specified in the study programme outside the University facilities by means of electronic communication. The rules for conducting credits and examinations, including diploma examinations, will be specified in separate regulations.
  5. The University announces the rules for the verification of the learning outcomes achieved in the manner referred to in sec. 4 in the Public Information Bulletin on its website.

#### § 4

1. The student is obliged to participate in classes conducted with the use of distance learning methods and techniques and to participate in the verification of learning outcomes in accordance with the principles set out in §3 sec. 3 f, 4 and 5.
2. The student is obliged to comply with the rules related to the implementation of classes conducted with the use of distance learning methods and techniques established by the lecturers.
3. The student is entitled to use didactic materials and aids made available with the use of distance learning methods and techniques and the help of academic teachers in the scope related to the implementation of the didactic process carried out in this form.
4. The student is not entitled to provide unauthorized persons with teaching materials and aids as well as personal data obtained in connection with the implementation of didactic classes with the use of distance learning methods and techniques.
5. The student is required to undergo training preparing to participate in classes conducted with the use of distance learning techniques and methods. The training is carried out in particular through appropriate instructional materials.

#### § 5

1. Deans of the faculties supervise the conduct of classes with the use of distance learning methods and techniques at faculties.
2. The head of the department where the academic teacher conducting these classes is employed is responsible for direct supervision over the content and quality of classes conducted with the use of distance learning methods and techniques. In the absence of chairs within a given organizational unit, these duties are taken over by the dean. Foreign language classes are supervised by the Director of the Foreign Language Teaching and Certification Centre.
3. Visiting classes conducted with the use of distance learning methods and techniques takes place according to the general principles adopted at a given faculty.

4. The size of the groups in the case of classes conducted with the use of distance learning methods and techniques, requiring regular interactions between the teacher and the participants of the classes, may not exceed the limits determined for traditional teaching.

## § 6

1. The hours of classes resulting from the study plan conducted with the use of distance learning methods and techniques in full-time or part-time studies are recognised as part of the annual number of classes.
2. One hour of classes carried out with the use of distance learning methods and techniques corresponds to one billing hour of classes conducted using the traditional method.

## § 7

1. Teaching materials that are shared with the use of distance learning methods and techniques are protected by copyright to the extent specified in the Act of 4 February 1994 *on copyright and related rights* (Journal of Laws of 2021, item 1062).
2. The lecturer is responsible for the content of didactic materials shared with the use of distance learning methods and techniques, resulting from the Act of 4 February 1994 *on copyright and related rights*.
3. Teaching materials are shared during classes conducted with the use of distance learning methods and techniques only to the students participating in these classes.
4. The student's use of materials from didactic classes provided with the use of distance learning methods and techniques contrary to their intended use or making them available to unauthorized persons constitutes a violation of the regulations in force at the University and may be subject to disciplinary liability.