



REKTOR AKADEMII POLONIJNEJ W CZĘSTOCHOWIE

**Ordinance no. 6/2020
of the Rector of Polonia University in Czestochowa
of August 1, 2020**

on specific rules for conducting classes with the use of distance learning methods and techniques

Pursuant to § 26 sec. 2 pt 5 of the Statute of Polonia University in Czestochowa, I hereby order the following:

§ 1

1. This ordinance sets out the special rules for conducting classes with the use of distance learning methods and techniques in relation to the prevention, counteraction and combating COVID-19 among employees, students and listeners of Polonia University.
2. The rules referred to in sec. 1, shall apply to the conduct of classes in the first semester of the 2020/2021 academic year, as part of:
 - 1) first-cycle studies;
 - 2) second-cycle studies;
 - 3) uniform master's studies;
 - 4) postgraduate studies.

§ 2

1. An academic teacher is obliged to conduct classes within the forms of education referred to in § 1 sec. 2, with the use of real-time distance learning methods and techniques, regardless of whether such a form of classes was provided for in the study program.
2. The obligation referred to in sec. 1 shall not apply to classes in relation to which, for obvious reasons, and in particular due to the form of classes or their specificity, including the need for direct contact of academic teachers and students, conducting classes in the manner specified in sec. 1 is not possible. This applies in particular to fields of study with a practical profile, laboratory classes, practical classes, workshops and classes conducted in the form of a workshop.
3. For the implementation of classes in the manner referred to in sec. 1, there are no restrictions on the number of ECTS points that can be obtained as part of education with the use of distance learning methods and techniques specified in the curriculum, study program, subject to the relevant provisions of the Regulation of the Minister of Science and Higher Education on the standards of preparatory education to practice as a nurse.
4. The implementation of the activities referred to in sec. 2, takes place under the direct contact of academic teachers and students, in compliance with the sanitary regime and safety conditions in force at Polonia University.
5. If, by the end of the first semester of the 2020/2021 academic year, it will not be possible to conduct specific classes at Polonia University, in justified cases: with the Dean's consent in the case of the forms of education referred to in § 1 sec. 2 points 1-3; 2) up to 20% of ECTS credits from the first semester of the 2020/2021 academic year may be realized in the next semester of the 2020/2021 academic year.

6. Students of the nursing program may obtain some of the learning outcomes assigned to classes that shape practical skills, including practical classes and professional practice, which enable them to obtain no more ECTS points specified for these classes in study programs than is provided for in the relevant ordinance of the Minister of Science and Higher Education on the standards of education preparing for the profession of a nurse.
7. In justified cases, with the Dean's consent, it is allowed to conduct specific classes in a mixed (hybrid) form, that is, with the use of distance learning methods and techniques, and in a full-time form. Conducting classes in the form referred to in the preceding sentence should not lead to additional costs for Polonia University and the duplication of class groups.
8. Didactic classes for which the implementation of learning outcomes requires laboratory, practical, workshop and field classes, as well as classes conducted in the form of workshop, with the provision that all learning outcomes will be implemented and it is justified by the nature of these classes, they may take place within one group with the use of distance learning methods and techniques.
9. In the case of courses for foreign students, in a situation where it is impossible to conduct classes in the form of full-time classes for these students due to the lack of a visa, epidemic emergency, etc., an academic teacher is obliged to conduct classes in a hybrid form. Conducting classes in the form referred to in the preceding sentence should not lead to additional costs for Polonia University and the duplication of class groups.

§ 3

1. Didactic classes conducted in the manner referred to in § 2 sec. 1 are carried out on the dates resulting from the schedule of classes (timetable). In exceptional cases, it is allowed to carry out the classes referred to in the preceding sentence on dates other than the schedule of classes (timetable). The decision to change the date of conducting classes is made by the Dean.
2. Conducting classes in the form referred to in § 2 sec. 1 takes place only using the platform of Polonia University:
 - 1) Wirtualna Akademia Polska (eduPortal by Asseco): <https://ap.eduportal.pl/Zaloguj>
 - 2) Virtual Dean's Office: <http://wd.ap.edu.pl>
3. The entire supervision over the functioning of the Wirtualna Akademia Polska platform (eduPortal by Asseco) and Virtual Dean's Office website is led by Mr Maciej Janas, email: m.janas@adm.ap.edu.pl, who assigns access data (username and password) to every employee.

§ 4

1. An academic teacher conducting classes in the manner referred to in § 2 sec. 1, is required to prepare and provide or indicate to students the materials and sources necessary for the proper implementation of the classes until September 15, 2020:
 - 1) **Documentation of the subject** should be placed in the tab until 15/09/2020:
 - 1.1 "Encyclopedia" – a collection of various concepts and explanations;
 - 1.2 "Articles from the knowledge base" – library, literature;
 - 1.3 "Links Wikipedia, Virtual Library";
 - 1.4 "Videos".
 - 2) **Notice board** - information elements about the subject - should be completed by 25/09/2020:
 - 2.1 "Course syllabus "
 - 2.2 " Attendance sheet "
 - 2.3 "FAQ"
 - 2.4 " Information for students "
 - 3) **Lectures** are placed in the "Virtual meetings - live lectures, consultations" tab "
 - 4) **Exercises** are placed in the tab:

4.1 Traditional training (live online classes according to a set calendar, taking place periodically)

4.2 Downloadable file, exercise documents

4.3 Task - work sent as a file, task that the student must complete and present the result in class.

5) Exams are conducted :

5.1 Exam / test

5.2 Exam / traditional

The remaining tabs on the Wirtualna Akademia Polska platform (eduPortal by Asseco) will be gradually expanded after conducting training in accordance with the project no. POWR.03.05.00-00-ZR62 / 18 "Program of Regional Development of Polonia University in Czestochowa".

2. The academic teacher is obliged to immediately inform the students about the agreed method and form of the classes and other relevant circumstances by means of electronic communication.
3. The academic teacher is responsible for the quality of prepared and shared teaching materials referred to in sec. 1.

§ 5

1. Students have the right to obtain from an academic teacher all necessary information regarding the organization and implementation of classes conducted in the manner referred to in § 2 pt. 1, in particular on the manner and mode of implementation of the classes.
2. Students are required to read the information referred to in sec. 1.

§ 6

1. As regards the implementation of compulsory professional practice, it is allowed to fail the professional practice in the semester provided for in the study schedule.
2. The decision regarding the realization of professional practice is made by the Dean, in consultation with the practice coordinator.

§ 7

1. Supervision over the proper implementation of the teaching activities in the manner required referred to in § 2 sec. 1, during the period referred to in § 1 sec. 2, is exercised by:
 - 1) in the field of first-cycle, second-cycle and uniform master's studies - the dean in cooperation with field coordinators;
 - 2) in the field of education at postgraduate studies - head of postgraduate studies.
2. As part of the supervision referred to in sec. 1, the entities referred to in sec. 1 pt.1-2, are obliged to monitor the process of conducting classes, in particular the method of organizing classes, the degree of student workload with the implementation of assigned tasks, communication between the academic teacher and students and the manner of fulfilling the obligation referred to in § 4 pt. 1. In justified cases, the entities referred to in sec. 1 pt.1-2, persons designated by these entities may join the didactic classes carried out in the manner specified in § 2 pt. 1.
3. The Dean's Office keeps record of the time of teaching activities carried out in the manner referred to in § 2 pt. 1 and 2, according to the schedule of classes "Monthly individual work settlement" : <https://bip.ap.edu.pl/regulaminy/>.
4. On the basis of the documentation referred to in sec. 3, a settlement of the teaching hours is prepared and submitted to the Dean by the 28th day of each month.
5. The settlement referred to in sec. 4, is verified formally and in terms of accounting, including based on the schedule of teaching hours. After verification of the formal settlement, the

Chancellor confirms that the value of the settlement is consistent with the University's material and financial plan.

6. After confirmation of the formal and accounting verification and submitting the financial countersignature of the Bursar on the settlement of teaching hours, including overtime hours, the settlement is submitted to the Rector for approval.

§ 8

1. In matters not covered by this regulation, the following shall apply:

- 1) Regulations of Study of Polonia University;
- 2) Regulations of Postgraduate Study of Polonia University;
- 3) Regulations of Work of Polonia University.

§ 9

The ordinance comes into force on the day of its signing, with force applicable to academic teachers from September 1, 2020, and students and listeners from October 1, 2020.

Rector

(-) Prof. Ph.D. Andrzej Kryński