

## **Rector's Ordinance No. 139/2020/2021**

### **of August 20, 2021 regarding the rules of functioning of Adam Mickiewicz University during winter semester of 2021/2022 academic year in relation with the COVID -19 outbreak**

Pursuant to the Art. 23 section 2 item 2 of the Higher Education Act of July 20, 2018 (Journal of Laws from 2021, item 478 as amended), in the context of the Minister of Health regulation of March 20, 2020 on introduction of state of epidemic into the territory of the Republic of Poland (Journal of Laws from 2020, item 491 as amended), and of the Minister of Science and Higher Education of September 27, 2018 regulation on studies (Journal of Laws from 2021, item 661) it is hereby ordered:

#### § 1

1. The Ordinance regulates the functioning of the University under conditions of preventing, counteracting and combating COVID-19 during winter semester 2021/2022 academic year regarding:
  - 1) organisation of education at:
    - a) first-cycle programmes;
    - b) second-cycle programmes;
    - c) long-cycle Master's degree programmes;
    - d) doctoral Studies and Doctoral school;
    - e) graduate studies, workshops and courses;
  - 2) evaluation of learning outcomes
  - 3) guidelines for the operation of committees and other collegial bodies acting on the basis of statute.
2. The rules of conducting diploma examinations are set forth in the rector's Ordinance no. 5/2020/2021 of September 7, 2020 regarding the conduct of diploma examinations.

#### §2

1. The classes conducted as part of the study programmes referred to in § 1 Section 1 item 1 letter a-c take place on-campus with the use of remote teaching tools and techniques (remote teaching), if provided for in the programme of studies.
2. Lectures will be conducted remotely regardless of whether provided for in the programme of studies, if there are over 30 students entitled to follow a course, given that:
  - 1) only the signed up students are deemed eligible to participate

- 2) the remote lecture is done synchronously, with students participating online at the same time and interacting with each other and with the tutor.
3. In justified cases, specifically including technical devices and facilities provided by a given Faculty, upon a dean's request the vice-rector for education can give his consent that the lecture, referred to in Section 2, is conducted:
  - 1) remotely – within the maximum of students as stipulated in Section 2;
  - 2) on-campus – after reaching the maximum of students as stipulated in Section 2;
  - 3) on-campus with the possibility of participating remotely in the lecture (hybrid form of teaching).
4. The Dean of a Faculty offering a remote programme of study is responsible for meeting the requirements set forth in the relevant regulations, with special regard to the provisions of the Rules for Remote Teaching, referred to in §10 Section 2.
5. Academic teachers lacking adequate technical devices or infrastructure, and thus not being able to conduct on-line classes, shall immediately contact the dean, who is responsible for providing on-campus technical remote teaching resources.
6. The provisions of Section 5 shall apply accordingly to students, lacking adequate technical devices or infrastructure required for remote learning.

### §3

As instructed by each organisational unit, students shall have an opportunity to consult academic teachers on-campus, according to a strict duty schedule.

### §4

1. Remote teaching is intended for:
  - 1) participants of doctoral studies and PhD students studying at doctoral schools,
  - 2) post-graduate students and participants of skills improvement courses
  - 3) participants of workshops and courses organised by the Open University - if provided for in the programme of studies.
2. Upon a request of the head of post-graduate studies, skills improvement courses, and workshops the competent Vice-Rector can give his consent that classes for the participants referred to in Section 1. Items 2 and 3 are conducted remotely, if provided for in the programme of studies.

### § 5

1. The evaluation of learning outcomes, with a special focus on conducting final examinations and assessments can take place off-campus using electronic means of communication specified in the Rules for Remote Teaching, referred to in §10 Section 2, given that:

- 1) the conduct of examinations and assessments comply with online exams with remote invigilation regulations
  - 2) the examiner or tutor shall provide conditions for individual performance of tasks by the examinee, minimising risks to the integrity of the examination
  - 3) if the connection throughout the examination or assessment is disrupted or broken, the examiner decides to either redo the examination if necessary or credit a mark based on the examinee's performance
2. The Dean decides on the criteria and method of evaluation of learning outcomes.

#### §6

1. Meetings of committees and other collegial bodies acting on the basis of the AMU statute and other normative acts can be conducted remotely through information technologies ensuring the integrity of the meeting as well as the secrecy of voting. The chair of the committee decides how the meeting will be held.
2. If the meeting takes place remotely through information technologies, the chair is responsible for making sure that all the members are able to participate.
3. The chair of the committee or other body shall provide on-campus technical remote resources enabling the members to participate in the meeting referred to in Section 1. In that respect, the chair acts jointly and in collaboration with the head of a given organisational unit.
4. Doctoral examinations can be conducted remotely, by the consent of the chair of the examination committee, through digital simultaneous voice and video devices.

#### §7

1. All the actions are undertaken pursuant to the provisions of law, including the National Sanitary and Epidemiological Station recommendations and guidelines.
2. The actions mentioned in Section 1 shall also comply with the Ministry of Education and Science as well as the Ministry of Health guidelines .

#### §8

1. The chancellor gives current instructions and guidelines related to fulfilment of the requirements referred to in §7.
2. In particular the chancellor determines:
  - 1) requirements concerning adaptation of the University buildings and facilities as well as giving access to lecture halls and classrooms pursuant to the Ordinance;
  - 2) frequency of cleaning and disinfecting of the University premises including classrooms, sanitary equipment, furnishings and other appliances;
  - 3) way of inserting antiviral agents in the University premises.
3. The chancellor in agreement with the rector sets the procedure in case of a suspected infection with COVID-19 among students, doctoral students or employees.

§9

1. The dean is in charge of organising classes in the premises of the subordinate unit pursuant to the chancellors' guidelines.
2. Only persons free from the upper respiratory tract infection symptoms (such as fever, cough, muscle pain) are allowed to participate in on-campus classes.

§10

1. Setting up a course schedule the dean follows, if possible, the principle that the methods of education shall be unified within one day.
2. The provisions of the Rules for Remote Teaching (pursuant to the rector's Ordinance no. 48/2020/2021 of January 14, 2021 on the Rules for Remote Teaching) shall be applied when organising classes conducted remotely.

§11

The provisions of this Ordinance regarding:

- 1) the dean – shall apply accordingly to directors of branches;
- 2) the seat of the University – shall apply accordingly to branches.

§12

The Ordinance comes into force on the day it is passed.

**REKTOR**

**Prof. dr hab. Bogumiła Kaniewska**