

# **ORDINANCE OF THE RECTOR OF WSB UNIVERSITY**

**No. 89/2019/2020 of 11/09/2020**

**on the organization of didactic classes at WSB University in the winter semester of the academic year 2020/2021 in conditions related to the prevention, counter measures and combating of COVID-19**

Acting pursuant to Art. 23 in connection with Art. 50 sec. 1 and art. 67 sec. 4 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws, No. 2018, item. 1668, as amended), and the Act of March 2, 2020 on special solutions related to the prevention, prevention and combating of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws, No. 2020, item. 374, as amended), the following actions shall be undertaken:

## **§ 1**

### **General Provisions**

The rules for the organization of didactic classes in the winter semester of the 2020/2021 academic year shall be as follows:

- 1) in full-time and part-time studies:
    - a) first-cycle studies,
    - b) second-cycle studies,
    - c) long-cycle studies,
    - d) doctoral seminar, doctoral studies and at the Doctoral School,
  - 2) in postgraduate studies,
- conducted in all branch campuses of the University.

## **§ 2**

1. The didactic process will be conducted in a remote form or in a mixed model, specified in § 3, in which a significant part of classes will be conducted using distance learning methods and techniques.
2. The achieved learning outcomes, in particular exams and final credits, are verified remotely using electronic means of communication, subject to § 7.
3. The rules of student internships and internships in postgraduate studies provided for in the study program are described in § 8.
4. Diploma examinations in first- and second cycle studies and doctoral examinations are conducted remotely using electronic means of communication, described in more detail in § 9.
5. The rules for the organization of conferences, popular science initiatives, courses and training are described in § 10.
6. All classes are held in accordance with the adopted schedule of classes and the rules of dividing students into study groups.

### **§ 3**

#### **Forms of didactic classes**

1. In cases requiring direct contact with the participants of the classes, as well as in the case of the need to maintain the proper course of education, classes, in whole or in part, may be conducted in the facilities of WSB University in accordance with the hygienic and sanitary requirements, in accordance with the applicable regulations and the recommendations and guidelines of the Chief Sanitary Inspector. In particular, this applies to laboratory, practical or integrating classes of first-year first-cycle and long-cycle studies as well as student internships.
2. Classes with students, doctoral students and participants of postgraduate studies, courses and training, hereinafter referred to as class participants, may be conducted in the following forms:
  - 1) Distance learning (Z) - with the use of distance learning methods and techniques;
  - 2) Classroom learning, with the elements of distance learning (S), meeting the guidelines of the Chief Sanitary Inspector - especially for students of the first year of first- and second cycle studies, long-cycle studies and postgraduate studies;
  - 3) Distance learning, with the elements of classroom learning (ZS) - where, as part of a given class, a specific group of class participants take part in classes in the lecture hall, others participate in real-time classes using distance learning methods and techniques. This especially concerns foreign students.
3. The form of organization of education in particular Branch Campuses in relation to the fields of study conducted within them, with a breakdown into particular years of study, is specified in Annex 1 to this Ordinance.
4. The decision on the implementation of the study program in the forms referred to in para. 2, is taken by the Deputy Rector for Science and Education in consultation with the Deans of individual Branch Campuses, and in the case of postgraduate studies by the Director of the Centre for Postgraduate Studies and Admission, taking into account the current sanitary recommendations and the epidemic situation.

### **§ 4**

#### **Classroom teaching (in contact)**

1. Classroom teaching (in contact) should be carried out with the observance of safety measures in order to minimize the risk of COVID-19 infection. For this purpose, it is recommended to reduce the number of people staying in the rooms, to use visors or masks and protective gloves provided by the participants of the classes, as well as to use disinfectants available at the University. Participants of the classes will not be admitted to classes held at the University if they are not equipped with the above-mentioned precautionary measures. Detailed guidelines on precautionary measures are described in § 11 of this Ordinance.
2. In classrooms and corridors, participants must maintain an appropriate, safe social distance.
3. In order to limit the movement of participants of classes within the University, it is necessary to plan most classes on a given day in the same room and in such a way that, if necessary, it



is possible to carry them out remotely, without the need to make changes to the schedule of classes.

## § 5

### **Classes in a remote form (distance learning)**

1. Remote didactic classes may be conducted in the form of:
  - 1) synchronous learning - in real-time contact between the teacher and their participants,
  - 2) asynchronous learning - enabling the participants of the classes to recreate the material provided by the teacher.
2. Remote education takes place with the use of information technologies provided by the University, in particular the *Microsoft Teams* application, *ONLINE WSB platform* and *virtual laboratories*.
3. Remote learning with the use of *Microsoft Teams* and *virtual laboratories* is carried out in real time, classes using the *ONLINE WSB platform* can be carried out in an asynchronous form.
4. During remote classes, participants are required to turn on cameras.
5. Postgraduate education is conducted with the use of *Microsoft Teams* or *Click Meeting*. In justified cases, the Director of the Centre for Postgraduate Studies and Recruitment may decide to conduct selected or all classes, within the given postgraduate studies, through another available platform.

## § 6

### **Types and forms of didactic classes**

1. Classes at university and doctoral studies conducted in the form of lectures will be conducted remotely, and in justified cases, at the request of the Dean or Deputy Dean (higher education) and the Head of the Doctoral Seminar or Head of the Doctoral School (doctoral studies), the Deputy Rector for Science and Education may express consent to change the form of these classes into a full-time, classroom teaching form.
2. Classes conducted in the form of laboratories, exercises, seminars may be organized in any of the forms specified in § 2 sec. 2, while ensuring the implementation of the planned learning outcomes for individual classes. It is allowed to use the mixed model consisting in conducting classes in a remote form and, at the same time, some classes in a classroom teaching or mixed form.
3. In the case of classes that develop practical skills, distance learning methods and techniques can be used as an aid.
4. Bachelor's and Master's seminars may be organized in any of the forms specified in § 2 it. 2, also by alternating the remote and classroom (in contact) forms. Detailed rules concerning the forms of conducting the seminar are defined by the Thesis Supervisor and submitted for approval to the Dean.
5. Consultations with lecturers are conducted remotely, with the use of tools enabling students to ask questions and express themselves. The Deputy Rector for Science and Education may give consent to the lecturer to carry out full-time consultations.
6. Physical education classes will be conducted in a full time format, with precautionary measures taken against possible COVID-19 infection or in a remote form. These classes

will be conducted in groups of up to 12 people. Each participant of the classes is obliged to submit a declaration of participation in classes in this form at the sports facilities of WSB University, which constitutes Appendix No. 2 to the ordinance. Participation in full time (in contact) classes is voluntary, the form of implementing individual training plans using methods and techniques of distance learning is also allowed.

7. Sports activities of the AZS section will be carried out in accordance with the schedule of activities in a mixed form, while maintaining the highest sanitary standards in the number of up to 12 players.
8. Classes at postgraduate studies are conducted with the use of distance learning methods and techniques. In justified cases, the Director of the Centre for Postgraduate Studies and Admissions may decide to conduct selected or all classes, within the given postgraduate studies, in a full time format (in contact).

## **§ 7**

### **Verification of learning outcomes**

1. In justified cases, the verification of the achieved learning outcomes, in part or in full, may be carried out in the facilities of WSB University, in accordance with the hygiene and sanitary requirements in accordance with applicable regulations and recommendations and guidelines of the Chief Sanitary Inspector.
2. The decision on the verification of the achieved learning outcomes in the facilities of WSB University in accordance with paragraph 1 shall be taken at least two weeks before the commencement of the examination session or the date of the examination carried out before the examination session or the date of obtaining the credit for the classes.
3. Verification of the learning outcomes achieved may take place outside the date of the winter examination session, after the lecturer agrees with the participants of the course and the Dean's consent is obtained.
4. In order to conduct exams and credits in a remote form, participants use e-mail accounts with the domain identified by WSB University:
  - a) examiners - established in the @ wsb.edu.pl domain;
  - b) participants of classes - established in the @ student.wsb.edu.pl domain.
5. The IT tool used to conduct examinations and tests in a remote form must ensure data security, including the protection of personal data required by law.

## **§ 8**

### **Student internships and internships in post-graduate studies**

The following rules for student internships and internships in postgraduate studies provided for in the study program are defined:

1. The Rector's Plenipotentiary for Student Internship may agree to pass the internship to students / students on the basis of a positive opinion of the company tutor, even if it lasted for a period shorter than that provided for in the study program, if he / she decides that the results of the internship learning have already been achieved.
2. The Rector's Plenipotentiary for Student Internship may consent to the implementation of the entire internship or its part remotely, with the consent of the employer, expressed in writing and specifying the terms and conditions and the manner of documenting its



implementation. Such consent, along with appropriate entries in the internship diary, will be the basis for the internship credit.

3. The Rector's Plenipotentiary for Student Internships may agree to credit internships for students on the basis of their current professional work in a remote form, even if this form of internship is not provided for in the study program.
4. The Rector's Plenipotentiary for Student Internships may agree to shorten the duration of internships and recognize an alternative way of achieving learning outcomes, e.g. by conducting classes in the form of exercises or laboratories (e.g. simulations) remotely.
5. The Rector's Plenipotentiary for Student Internship, in consultation with the Rector, may consent to the completion of the internship through the implementation of the project. The aim of the internship carried out in the form of a project is to stimulate in the student / learner creativity, creativity, innovation and independence as well as the ability to independently plan, carry out and evaluate long-term activities in accordance with the student's interests and the field and scope of study. The project carried out by the student / participant may be of an interdisciplinary nature. The implementation of student internships in the form of projects is allowed only for students of the last year of studies, and in the case of postgraduate students of the last semester.

## **§ 9**

### **Diploma and doctoral examinations**

1. Diploma and doctoral examinations are conducted remotely using electronic means of communication.
2. The detailed rules for submitting the diploma dissertation and conducting the diploma and doctoral examination remotely are regulated by separate regulations.
3. In justified cases, the Dean may decide to carry out diploma or doctoral examination in the facilities of WSB University, in accordance with the hygiene and sanitary requirements in accordance with applicable regulations and recommendations and guidelines of the Chief Sanitary Inspector.

## **§ 10**

### **Conferences, popular science initiatives, courses and training**

1. It is recommended to organize any conferences, popular science initiatives, events, events, courses and training, as well as the participation of employees, doctoral students and students of WSB University in national and foreign conferences, events, training and courses by means of distance communication.
2. In the event of:
  - 1) organizing conferences, popular science initiatives, events organised by WSB University,
  - 2) domestic and foreign business trips and participation of employees, doctoral students and students of WSB University in national conferences,
  - 3) arrivals of foreign guests to WSB Universitythe restrictions, orders and prohibitions resulting from the provisions of law related to the occurrence of the epidemic are taken into account, with the proviso that, along with the application / application for consent to a business trip, the participant / employee is obliged

- to submit an appropriate statement on the knowledge of the applicable rules and the risk involved.
3. Classes at courses and trainings are conducted with the use of distance learning methods and techniques. In justified cases, the Director of the Centre for Postgraduate Studies and Recruitment may decide to conduct selected or all classes, within the given course or training, in full time format (in full contact).
  4. In justified cases, the Rector may decide to organise conferences, popular science initiatives, courses or trainings in the facilities of WSB University, in accordance with the hygiene and sanitary requirements in accordance with applicable regulations and recommendations and guidelines of the Chief Sanitary Inspector.

## **§ 11**

### **Responsibilities of participants in classes conducted at WSB University**

1. Participants of the classes conducted at WSB University are obliged to:
  - 1) apply to guidelines / procedures for dealing with suspected SARS-CoV-2 virus infection (asymptomatic or with symptoms) and hygienic and sanitary requirements in accordance with applicable regulations and recommendations and guidelines of the Chief Sanitary Inspector,
  - 2) cover the mouth and nose by wearing protective visors or masks and use protective gloves at the University,
  - 3) measure body temperature and disinfect hands before entering the University premises, observe the rules of social distancing, avoid gathering,
  - 4) immediately inform the lecturer conducting the classes, Deputy Deans or employees of the Dean's Office, as appropriate, about the symptoms of COVID-19 or any suspicions resulting from contact with an infected person,
  - 5) regularly review the information published on the University's website and messages posted in the Virtual Dean's Office,
  - 6) submit a statement on health and risk awareness, which is included in Annex 2 to the ordinance.
2. Participants of the classes who have been diagnosed with disease symptoms will be isolated in an isolation room and the appropriate sanitary and epidemiological station will be notified.

## **§ 12**

### **Duties of an academic teacher**

1. An academic teacher is obliged to:
  - 1) regularly monitor and document the course of the learning process with the use of distance learning techniques. Documentation should reliably confirm the regularity of contacts and interactions with participants of the classes,
  - 2) prepare didactic materials enabling the education process to be conducted with the use of distance learning methods and techniques,
  - 3) ensure information security, in particular in terms of protecting the privacy of participants in the classes,



- 4) cover the mouth and nose by wearing protective visors or masks and use protective gloves while teaching classes,
  - 5) submit a statement on health and risk awareness, which is included in Annex 2 to the Ordinance.
2. The implementation of didactic classes and the verification of learning outcomes are controlled and assessed by the Dean and Deputy Deans of individual Branch Campuses and by the Centre for Quality of Education.

### **§ 13**

#### **Duties and rules applicable to all WSB University employees**

1. An obligation is introduced to limit the direct contacts of employees at WSB University to a minimum.
2. In order to ensure communication, it is recommended to use electronic and telephone means of communication.
3. Employees of WSB University are obliged to:
  - 1) apply to guidelines / procedures for dealing with suspected SARS-CoV-2 virus infection (asymptomatic or with symptoms) and hygienic and sanitary requirements in accordance with applicable regulations and recommendations and guidelines of the Chief Sanitary Inspector,
  - 2) cover the mouth and nose by wearing protective visors or masks and use protective gloves in the corridors and while using general open spaces at the University,
  - 3) measure body temperature and disinfect hands before entering the University premises, observe the rules of social distancing, avoid gathering,
  - 4) immediately inform appropriate heads of organisational units - in case of administrative staff - or Deans or Deputy Deans in case of lecturers, as appropriate, about the symptoms of COVID-19 or any suspicions resulting from contact with an infected person,
  - 5) regularly review the information published on the University's website and messages and ordinances posted by the Rector.
4. Employees who are already at the University and who have been diagnosed with disease symptoms will be isolated in an isolation room and the appropriate sanitary and epidemiological station will be notified.

### **§ 14**

#### **Duties and rules applicable to WSB University employees working remotely**

1. Employees who are not academic teachers may be commissioned to perform, for a specified period of time, work specified in the employment contract, in the form of remote work outside the place of its permanent performance.
2. The decision on ordering or cancelling remote work for an employee who is not an academic teacher is made by the Rector, at the request of the head of the organizational unit / immediate superior.
3. Remote work may be entrusted if the employee has the skills and technical and local capabilities to perform such work and the type of work allows it.

4. The head of the organizational unit / direct superior in the application for remote work defines the scope and duration of it.
5. The employer may at any time withdraw the order to perform remote work.
6. The Employee's performance of duties in the form of remote work outside the Employer's seat does not exclude the obligation to appear at the workplace at the request of the head of the organizational unit / immediate superior.
7. The head of the organizational unit is obliged to:
  - 1) maintain contact with an employee performing remote work, supervising the work performed and proper working time,
  - 2) confirm the duties performed by their subordinate employees in the form of remote work.
8. University employees performing remote work are required to:
  - 1) provide work on days and hours consistent with the current system and working time plan / working time schedule;
  - 2) stay in contact by phone and e-mail during working hours, with the head of the organizational unit / direct superior and other employees of the University.
  - 3) report at the place of permanent work at the request of the head of the organizational unit / immediate superior during working hours,
  - 4) immediately deliver documents confirming the absence from work, including declarations on caring for a child under 8,
  - 5) secure access to official documents and data held against outsiders and damage,
  - 6) immediately inform the Employer by phone or via the e-mail address rektorat@wsb.edu.pl about remaining in quarantine.
9. During the quarantine period, an employee is obliged to work remotely, unless, depending on the type of work performed, place of quarantine or other circumstances, this proves impossible.
10. An employee providing remote work during the quarantine period is entitled to remuneration for work.

## **§ 15**

### **Final Provisions**

Scheduled modes of conducting classes may be modified adequately to the changing epidemic situation, in particular, in the case of introducing changes in generally applicable regulations.

## **§ 16**

This Ordinance shall enter into force upon signature.

RECTOR



Prof. AWSB, Zdzisława Dacko-Pikiewicz, Ph.D.