

## **Ordinance no. 59**

**of the Rector of the University of Silesia in Katowice of 30 April 2020 on establishing the method of conducting didactic classes during the epidemic and also to make all decisions related to the organization of the education process.**

*Pursuant to art. 23 para. 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal the act of Laws of 2020, item 85, as amended) and the ordinance of the Minister of Science and Higher Education of 23 March 2020 amending the ordinance concerning the temporary limitation of the functioning of some entities of the higher education and science system in relation to preventing, counteracting and combating COVID-19 (Journal of Laws of 2020, item 511, as amended) and the Act of 16 April 2020 on specific support instruments in connection with the spread of the SARS-CoV-2 virus (Journal of Laws of 2020, item 695) it is hereby decided that:*

### **I. General provisions**

#### **§ 1**

1. Didactic classes provided for in the curriculum at the given programme, level the profile of studies, both in full-time and part-time forms, shall be conducted using distance learning methods and techniques, regardless of whether it was provided for in the curriculum.

2. The obligation referred to in paragraph 1 shall not apply if for obvious reasons, in particular due to the form of the classes or their specificity, including technical and organizational capabilities of the lecturers and students, conducting classes with the use of the method specified in paragraph 1 is not possible. This applies in particular to laboratory classes (excluding computer laboratories), practical classes, workshop classes and field classes. These classes shall be suspended and will be carried out in the manner and time determined by the Rector.

3. After restoring the possibility of conducting classes in contact form, the Rector may decide to continue conducting all or some classes remotely until the end of the current semester, on the principles set out in a separate regulation.

4. In the case of compulsory internship, due to the lack of possibility or limitations in its execution due to the occurrence of the epidemic, it is possible to:

1) shorten the duration of the internship and complete it, provided that the intended learning outcomes have been achieved;

2) shorten the duration of the internship and implementing the assumed learning

outcomes in an alternative way, e.g. by conducting simulations remotely;  
3) change the date of the internship and its completion date.

The decision is made by the dean after consultation with the tutor.

## **II. Conducting remote classes at university**

### **§ 2**

1. Remote classes can be conducted using IT infrastructure software enabling synchronous and asynchronous interaction between students and lecturers (for example in the form of webinars, by sending and checking tasks, group work, work in a discussion forum, etc.).
2. Remote classes can be conducted using in particular:
  - 1) distance learning tools offered by the Distance Learning Centre as part of university e-learning platforms;
  - 2) tools offered as part of the "Microsoft365" package, in particular MS Teams
3. It is also allowed to conduct remote classes with the use of other distance learning tools used so far in the education process at individual faculties, in particular using applications, social media, streaming services, messengers and other electronic communication means ensuring exchange of information between students and the person conducting the classes, provided that they do not require any special costs for students or violate the licensing conditions for the use of these tools.
4. In the summer semester 2019/2020:
  - 1) remote classes may be conducted by persons without the required certificate in accordance with the regulation no. 92 of the Rector of the University of Silesia in Katowice of 28 June 2017 regarding the principles of conducting didactic classes at the University of Silesia using distance learning methods and techniques.
  - 2) students are exempt from the obligation to undergo training preparing for participation in remote classes, except that the person conducting such classes is required to inform students about the technical and organizational aspects of participating in such classes (in the form of a short instruction or information), and the student is required to read it.
5. Detailed information about e-learning tools prepared by the University of Silesia, access to databases, advice on how to implement remote education, as well as recommendations on verification of knowledge can be found at: [www.e-learning.us.edu.pl](http://www.e-learning.us.edu.pl)

## **III. Responsibilities of persons conducting remote classes**

### § 3

1. Persons conducting remote classes, in consultation with the module coordinator and the course director, are required to determine:
  - 1) the method and form of conducting remote classes;
  - 2) dates of these classes;
  - 3) methods for verifying learning outcomes achieved through remote classes.
2. Persons conducting remote classes are also required to:
  - 1) prepare and provide or indicate sources and materials necessary for the implementation of remote classes, unless they have already been indicated in the module syllabus, and provide free access to teaching materials developed in electronic form;
  - 2) inform students of a given group about the manner and mode of implementation of remote classes and dates of these classes in advance, via e-mail or e-mail correspondence available in USOSweb.
3. The lecturer is responsible for the quality of teaching materials developed in electronic form.
4. The module coordinator should monitor and support the lecturers in the implementation of the teaching process conducted remotely.

#### **IV. Verification of learning outcomes of remote classes using digital tools.**

### § 4

1. During the implementation of remote classes it is allowed to verify the assumed learning outcomes and monitor the level of knowledge of students using IT technologies.
2. Students should be kept informed about progress in education using distance learning tools and grades obtained via e-mail, e-mail correspondence available in USOSweb or on a selected platform (Moodle, MS Teams).
3. It is recommended to adapt the classes conducted using distance learning tools to:
  - 1) the conditions for crediting classes or the entire subject as a changed form, in particular as regards the rules of participation in remote classes, methods of verification of assumed learning outcomes, how they are passed, and how to set the grade final from the module, the method and mode of catching up with the material for the students who were absent in remote classes;

2) forms of student activity during remote classes within a given module and their hourly dimension, except that the total student workload affecting the number of ECTS points specified in the module syllabus cannot be changed.

4. In the case of remote classes implemented in the current semester, resignation from class attendance (attendance) as a criterion for passing classes or admission to the exam and passing the entire module should be abandoned.

5. In the case of justified absence from remote classes conducted in synchronous mode, the student should have access to the teaching materials for use off-line on the terms specified by the teacher. The lecturer can recommend a different form of doing this type of class.

6. Adaptation of the conditions for passing classes or module to the changed form of classes:

1) admissible only with the consent of the Dean of the faculty;

2) it cannot lead to a change in the learning outcomes defined in the curriculum and the course syllabus.

7. Students should be notified of any changes related to the adaptation of the terms of the classes and their completion by e-mail or e-mail correspondence available in USOSweb.

8. Diploma exams until further notice shall be carried out with the use of information technology ensuring control of the examination and its registration and identification of the student's identity - with the use of IT infrastructure and software enabling synchronous interaction between the student and the commission conducting the diploma exam.

## **V. Organization of remote classes**

### **§5**

1. It is recommended to conduct remote classes on dates resulting from the schedule of classes in the current semester.

2. It is allowed, in consultation with the lecturer and module coordinator and the Degree Programme Director, to make changes:

1) in class schedules for the current semester, both as regards full-time and part-time studies;

2) in terms of the number of student groups in remote classes implemented in the current semester.

3. When introducing changes to class schedules in the current semester, the possibilities and needs of remote education, as well as psychophysical possibilities and the burden on students in particular hours and days of the

week should be taken into account.

## **VI. Rights and obligations of students in connection with the implementation of remote classes**

### **§6**

1. The student has the right to full information about the organization and implementation of remote classes, including in particular the manner, mode and dates of their implementation, and about the methods of verification of assumed learning outcomes within the given classes, about technical and organizational aspects of participation in such classes (in the form of brief instructions or information) about adjusting the conditions for passing the class or module, as well as about changes in class schedules for the current semester.
2. The student is required to read the information (instructions) regarding technical and organizational aspects of participation in remote classes.
3. The student is required to participate in remote classes, subject to the exemptions provided for in the Rules and Regulations of studies at the University of Silesia in Katowice. If it is not possible for a student to participate in them, then the student must complete other recommendations of the teacher as part of their own work. Learning outcomes implemented in such a form must be identical to those presented in the curriculum.

## **VII. Monitoring of remote classes**

### **§7**

1. The Dean of the faculty is responsible for monitoring the process of remote education in connection with the temporary limitation of the university's functioning.
2. The monitoring covers the way remote classes are organized, the degree of student load with the implementation of tasks, communication with students and verification of learning outcomes. This also applies to persons conducting classes under civil law contracts.
3. For conducting distance classes to complete the annual dimension of classes, the number of teaching hours that the teacher would receive for conducting the subject in the form of contact classes is included.

4. The Dean of the faculty sets the manner and deadline for documenting the implementation of remote classes by the lecturers, taking into account the level of study, form of study and the manner, mode and date of conducting remote classes. Recommendations on this process are made by the Education and Student Affairs Committee.

5. Whenever the regulation refers to the Dean of the faculty, it should also be understood as Deputy Dean for Education and Student Affairs.

6. The provisions of this regulation shall apply accordingly to the organization of didactic classes at doctoral and post-graduate studies and to the implementation of the Doctoral School curriculum. Supervision over the proper conduct of the teaching process using remote forms is exercised by:

- 1) Head of doctoral studies - in the field of education at doctoral studies;
- 2) Dean of the Doctoral School - in the field of education in Doctoral Schools;
- 3) Head of postgraduate studies - in the field of postgraduate education;

## **§ 8**

The regulation shall enter into force on the day of its signing and is valid until 30 September 2020.

For RECTOR  
VICE-REKTOR  
For Research

**Assoc. Prof. Professor Andrzej Noras**