

Regulation No. 136/2021
by the Rector of Medical University of Lublin

of 27th of September 2021

on conducting didactic classes at the Medical University of Lublin

Pursuant to the provisions of Article 28 paragraph 4 subparagraph 10 and 33 of the Statute of the Medical University of Lublin of 26th June 2019, **I order as follows:**

§ 1

1. The regulation concerns conducting didactic classes for students and all fields of study in Polish and English.
2. Whenever the regulation mentions academic teachers, it is meant to refer to persons employed as academic teachers and persons conducting didactic classes on the basis of a civil law contract.
3. The rules of safe operation of the Medical University of Lublin in the conditions caused by the SARS-CoV-2 virus pandemic are regulated by a separate Rector's Regulation No. 142/2020 of 28th of September 2020 *concerning the principles of functioning of the Medical University of Lublin in the conditions of an epidemic caused by SARS-CoV-2 virus*, amended by Rector's Regulation No. 173/2020 of 6th of November 2020, Rector's Regulation No. 186/2020 of 4th of December 2020, Rector's Regulation No. 208/2020 of 23rd of December 2020, Rector's Regulation No. 10/2021 of 15th of January 2021, Rector's Regulation No. 14/2021 of 29th of January 2021, Rector's Regulation No. 17/2021 of 12th of February 2021, Rector's Regulation No. 31/2021 of 26th of February 2021, Rector's Regulation No. 41/2021 of 11th of March 2021, Rector's Regulation No. 50/2021 of 22nd of March 2021, Rector's Regulation No. 93/2021 of 17th of June 2021, Rector's Regulation No. 98/2021 of 28th of June 2021.
4. The Regulation applies as appropriate to postgraduate studies and courses organized by the Center for Postgraduate Education.

§ 2

1. Didactic classes at the Medical University of Lublin are conducted as physical classes.
2. In justified cases, classes may take place in a remote or hybrid form, according to the rules defined in this Regulation.
3. Remote education consists in conducting didactic classes using platforms ensuring real-time connection with students, via tools mentioned in Appendix 1 to the Regulation.
4. Education in the hybrid (mixed) mode means conducting classes in the physical form with a part of the student group while being simultaneously connected remotely in real time with the remaining students. Students rotate in taking classes in physical and remote form, with the stipulation that at least 2/3 of the group takes class on site.
5. Academic teachers work remotely in the location indicated by head of department.

§ 3

1. Lectures are conducted online until the exhaustion of the limit of ECTS credits which can be obtained while using the methods and techniques of distance education specified in the Ordinance of the Minister of Science and Higher Education of 26th of July 2019 *on the standards of education preparing for the profession of a Doctor, Dentist, Pharmacist,*

Nurse, Midwife, Laboratory Diagnostician, Physiotherapist, and Paramedic (that is, Dz. U. [Journal of Laws] 2021, item 755), hereinafter referred to as the Ordinance.

2. Lectures are conducted on site, provided that it is possible considering the number of participants and necessary distance as per the current regulations or guidelines of the Chief Sanitary Inspector.

§ 4

1. Other classes are conducted on site. They may be conducted in an online form upon request, especially in the following cases:
 - 1) temporary inavailability for class of healthcare entities;
 - 2) quarantine or isolation of the teacher in charge of class;
 - 3) occurrence of symptoms typical for COVID-19 in the teacher or persons residing with them;
 - 4) suspicion of COVID-19 infection or COVID-19 infection in a student attending physical classes.
2. Classes conducted in a remote form upon request are included in the limit of ECTS credits which can be obtained while using the methods and techniques of distance education specified in the Ordinance.

§ 5

1. A request for remote teaching is submitted to the Dean by the head of the didactic unit in charge of a particular subject, using the template constituting Appendix No. 2 to this Regulation, at least 3 days in advance.
2. In urgent cases, the head of department is obliged to send to the appropriate Dean's Office e-mail address the information about the change of the mode of conducting didactic classes immediately after the change occurs, according to the template constituting Appendix No. 2 to this Regulation.
3. A scan of the request signed by the head of the didactic unit should be sent to the appropriate Dean's Office e-mail address:
 - 1) Faculty of Medical Dentistry – wydzlekdent@umlub.pl;
 - 2) Faculty of Medicine – dziek.lek@umlub.pl;
 - 3) Faculty of Pharmacy – dziekanat.farmacja@umlub.pl;
 - 4) Faculty of Health Sciences – wnoz@umlub.pl;
 - 5) Faculty of Medical Sciences – dziekanat.wnm@umlub.pl;
 - 6) Faculty of Biomedicine – dziekanat.biomedyczny@umlub.pl.
4. A scan of the request being accepted or refused by the Dean should be sent both to the head of the didactic department and to the e-mail address: ksztalcenie@umlub.pl

§ 6

Deans are obliged to submit to the Council for Education monthly reports regarding classes conducted in the remote and hybrid form at the nearest meeting which takes place after the end of a given month.

§ 7

Seminars are conducted in a hybrid form if it is impossible to hold them on site observing the number of participants and necessary distance in compliance with the current regulations or guidelines of the Chief Sanitary Inspector.

§ 8

1. Hybrid teaching is conducted upon the request of the head of the didactic unit in charge of a given module/course.
2. The form specifying detailed terms of organization of a hybrid system, including the rotation of students, constitutes Appendix No. 3 to this Regulation.
3. A scan of the form signed by the head of the didactic unit should be sent to the e-mail address of the Dean's Office in charge of a given major:
 - 1) Faculty of Medical Dentistry – wydzlekdent@umlub.pl;
 - 2) Faculty of Medicine – dziek.lek@umlub.pl;
 - 3) Faculty of Pharmacy – dziekanat.farmacja@umlub.pl;
 - 4) Faculty of Health Sciences – wnoz@umlub.pl;
 - 5) Faculty of Medical Sciences – dziekanat.wnm@umlub.pl;
 - 6) Faculty of Biomedicine – dziekanat.biomedyczny@umlub.pl.
4. A scan of the request being accepted or refused by the Dean should be sent both to the head of the didactic department and to the e-mail address: ksztalcenie@umlub.pl.

§ 9

1. Students shall have the right to:
 - 1) receive full information regarding the conduction of remote and hybrid classes;
 - 2) receive support in using the system supporting remote and hybrid teaching, according to Appendix No. 1.
2. Students are obliged to attend all didactic classes available in the form indicated by the teacher on the e-learning platforms mentioned in Appendix No. 1 and in compliance with Good Practices available at: <https://zdalne.umlub.pl>.
3. Students are obliged to register and log in using his/her own name and surname while using the tools mentioned in Appendix No. 1 and to activate and use individual email address assigned to him/her in the student.umlub.pl domain.
4. Students are obliged to complete and report any tasks on the terms specified by the academic teacher.
5. Students can receive psychological support when they experience the strain of remote or hybrid classes or other problems in mental functioning. Psychological support is provided online/by phone or in person by the professionals assigned by the University.

§ 10

1. Academic teachers shall be required to:
 - 1) prepare and conduct in real time and on the platform indicated in Appendix No. 1 classes in a remote or hybrid form, meeting the requirements specified in the syllabus for a given module/course;
 - 2) define the methods and criteria for verifying students' learning outcomes completed in a remote or hybrid mode;
 - 3) connect with students in real time according to the program of studies and Good Practices available at: <https://zdalne.umlub.pl>. Didactic materials and the criteria for verifying students' learning outcomes are supervised by Dean of the appropriate faculty or a person assigned by the Dean.
 - 4) systematically oversee and record the students' learning process in a remote or hybrid form, in compliance with Appendix No. 1. The documentation should record contact and interaction with the students according to the program of study and ought to be kept in paper form, signed by the teacher, in a given unit.

2. Academic teachers provide students with feedback regarding their learning progress. All activity concerning the supervision of students and feedback ought to be recorded in compliance with Appendix No. 1.

§ 11

1. Classes conducted on-site, online, and in a hybrid form are evaluated in student surveys.
2. Classes conducted on-site, online, and in a hybrid form are evaluated by the Dean's Plenipotentiary for Quality of Education.
3. The Plenipotentiary receives Moodle access to all courses conducted at the faculty.
4. Detailed procedures regarding the scheduling and conducting of classroom observations are specified by the internal regulations of the Medical University of Lublin.

§ 12

1. Office hours should be held in person, by phone, or using the tools mentioned in Appendix No 1, which enable real-time connection with students, according to a schedule announced in advance.
2. Adjustment of office hours is permissible provided that the students are notified about the change in electronic form.

§ 13

1. Obtaining credits for classes in a remote or hybrid mode is obligatory and is carried out only on campus, in person, in oral or written form.
2. The achieved learning outcomes are recorded following the template constituting Appendix No. 4.

§ 14

1. If a student is unable to attend a physical class for justified reasons, such as remaining in quarantine or isolation, or experiencing symptoms typical for COVID-19, the teacher in charge of the class is required to enable the student to complete the missed class content, attempt a pass or exam, at a later time.
2. Offline access to course materials does not equal making up for the absence in class.

§ 15

1. In justified cases, in-person didactic classes may take place on Saturdays and Sundays. Changes in class schedule can be made every time when reasons enumerated in § 4 occur.
2. A request for a change in the schedule is submitted to the Dean by the head of the didactic department in charge of a given module/course, using the template constituting Appendix 5 to the Regulation, at least 3 days in advance.
3. In urgent cases, the head of department is obliged to send to the appropriate Dean's Office e-mail address the information about the change in schedule immediately after the change occurs, according to the template constituting Appendix No. 5 to this Regulation.
4. A scan of the form signed by the head of the didactic unit should be sent to the e-mail address of the Dean's Office in charge of a given major:
 - 1) Faculty of Medical Dentistry – wydzlekdent@umlub.pl;
 - 2) Faculty of Medicine – dziek.lek@umlub.pl;
 - 3) Faculty of Pharmacy – dziekanat.farmacja@umlub.pl;
 - 4) Faculty of Health Sciences – wnoz@umlub.pl;
 - 5) Faculty of Medical Sciences – dziekanat.wnm@umlub.pl;
 - 6) Faculty of Biomedicine – dziekanat.biomedyczny@umlub.pl.
5. A scan of the request being accepted or refused by the Dean should be sent both to the head of the didactic department and to the e-mail address: ksztalcenie@umlub.pl.

§ 16

1. The didactic classes conducted by the academic teacher include 100% of the number of didactic hours conducted online or in a hybrid form.
2. The settlement of the contractual teaching load shall be performed after the completion of the didactic classes for a given academic year, in accordance with the currently binding procedures, that is submission of a written confirmation by the teacher conducting the classes and head of the didactic unit in charge of classes, followed by approval by the Dean and by the Vice-Rector for Educational Affairs and Didactics.

§ 17

Regulation No. 179/2020 of the Rector of Medical University of Lublin *on conducting didactic classes in the academic year 2020/21 during the time of including the city of Lublin into the area of a red zone* amended by Regulation No. 182/2020 of the Rector of the Medical University of Lublin of 26th of November 2020 and Regulation No. 191/2020 of the Rector of the Medical University of Lublin of 7th of December 2020 shall expire with effect from the entry into force of this Regulation.

§ 18

The Regulation shall enter into force on 1st of October 2021.

Rector
of the Medical University of Lublin

Prof. Wojciech Załuska MD, PhD