

Appendix No 1

Regulation No 161/2020 by the Rector of Medical University of Lublin
of 18th of October 2020

Rules for conducting classes in a remote mode

1. Remote mode at the Medical University of Lublin is conducted only with the usage of platforms that enable connection in real time, in terms of simultaneous connection, by means of tools for remote teaching:
 - 1) Moodle (<https://e-learning2020.umlub.pl>) – all necessary didactic materials should be placed on Moodle platform (in the form of pdf files, presentations, source links, descriptions, e.t.c); final test and exams, apart from indicated by Dean's college, should also be conducted on Moodle platform (with the usage of MS Teams); the platform will be equipped with „Bid Blue Button (BBB)” plugin that can be used for conducting remote classes and recording them, (earlier booking of classes is not necessary – the meetings can be registered on one's own at any time)
 - 2) MS Teams (<https://www.office.com>) – tools used for conducting didactic classes online (earlier booking of classes is not necessary – the meetings can be registered on one's own at any time)
 - 3) ZOOM (<https://zoom.us>) – a tool used for implementing remote teaching through a direct video contact between a lecturer and students in large groups. Teachers should use this platform for conducting lectures with in a big group of contestants and to conduct diploma exams; registration at <https://e-csm.umlub.pl/zoomreg/index.php>.

Students and teachers take part in classes in different places at the same time.

2. Remote teaching on Moodle platform is available at (<https://elearning2020.umlub.pl>).
3. ZOOM platform apart from activities mentioned in par 1 item 3 is devoted for organizing courses, conferences, consultations and other apart from didactics or of postgraduate profile.

4. Every participant has his own individual account on Moodle and MS Teams platforms. In case of lack of an account, you should become familiar with instructions at <https://zdalne.umlub.pl> or you should contact the administrator at the email addresses mentioned in items 8 and 9. In case of ZOOM platform, teachers are obliged to install this application on their computers.
5. In order to acquire skills connected with functioning of tools for remote teaching, **every participant is obliged** to become familiar with teaching materials placed on Moodle platform at <https://zdalne.umlub.pl> before the beginning of didactic classes.
6. Students and teachers are obliged to follow rules of internet Good Practices. In case of improper participant's behaviour, a teacher can make the decision about removing a student from taking part in the classes. In case such a type of behaviour appears, a teacher is obliged to make a memo describing the incident and undesirable behaviour and send it to the proper Dean's Office. Student who hinders conducting classes or taking part in them, bears the consequences in Rules and Regulation of Study.
7. In case technical problems during final test or exam take place that do not depend on the administrator or a student, but make it impossible to finish them, the teacher and the student should make a memo describing this incident and send it to the proper Dean's Office.
8. New courses on Moodle platform will be automatically created by administrators according to names used in schedules sent to each unit. Courses will be placed in bookmarks with the name of the Department/Clinic at the proper Department.
9. In order to assign/add teachers to the right courses on Moodle platform and technical problems, you need to contact the following via email (proper for the Department where the didactic unit is located):
 1. zdalne.lek1@umlub.pl for Faculty of Medical Dentistry
 2. zdalne.lek2@umlub.pl for Faculty of Medicine
 3. zdalne.farm@umlub.pl for Faculty of Pharmacy
 4. zdalne.zdr@umlub.pl for Faculty of Health Sciences and Interfaculty Center for Didactics
 5. zdalne.ang@umlub.pl – for English courses of all departments

Heads of the didactic unit choose teachers who will conduct classes and send them to the above mentioned email addresses.

10. All matters connected with MS Teams tool should be contacted at 365@uml.edu.pl – for all MUL departments.
11. All matters connected with ZOOM platform should be contacted at zoom@umlub.pl – for all faculties at MUL.
12. Title of the email should include the following: Faculty, Department/Clinic and in the content of the email: title of the course (according to names used in Moodle) and name and surname of the teacher or teachers conducting the course. In case of MS Teams the occurring problem should be described.
13. It should be assumed that one course on the platform is for all student groups in a given year (student course). Then, each chosen teacher is assigned to one course on the platform. It is not expected to create separate courses for particular student groups.
14. For courses conducted in English, separate courses will be created: applying rules in par 7-10. English courses will be placed in a separate category „Medical University of Lublin”.
15. Teachers make it available for the students to sign up for the course by creating a password - „access key”. It is a teacher’s obligation to send the created password to the students in a separate communication channel (e-mail at domain:student.umlub.pl to the representative of a given year) and to verify compatibility of registered participants with the list received from the proper Dean’s Office. Teachers are obliged to send the key no later than 3 day before the classes start.
16. Teachers put materials and assignments for the students on their own, such activity **is not a duty of the administrator of the platforms.**
17. If the size of resources (materials) and tasks for students within a given course exceeds the possible size of limit for Moodle platform, a teacher can put it in the Nextcloud and make it available on Moodle platform.
18. In case when a teacher has two or more accounts created on Moodle platform, his license is assigned to this account (login), which is linked to the e-mail address at university domain (imienazwisko@umlub.pl).
19. Teachers can’t interfere with **automatic course settings (e.t.c period of participation in the course).**
20. Teachers and students are obliged to log in on Moodle platform during classes according to the schedule; teacher should provide students with link to the meeting within MS Teams or BBB and continue classes simultaneously.

21. Teacher can give a name to his/her course in the form: Date/Hour/Group Number according to the manual available at <https://zdalne.umlub.pl>
22. In order for the classes to be conducted in remote mode, the students must meet the following criteria:
 - 1) Have a camera, computer and Internet access allowing a two-way-connection audio/video. It is not required for the camera to be synchronized with the computer. Student can be logged into remote mode on a computer, and use the camera in the smartphone or other portable device.
 - 2) Upload current portrait picture on the Moodle platform in user's profile (it can be taken with a phone).
23. During classes conducted in remote mode, a student is obliged to use constantly switched on camera pointed at him/her if a student is requested so by the teacher. Camera image can't be distorted – it is not allowed to use any program modifying the image, for example adding background, or image looping effects.
24. If technical imitations make it impossible to conduct classes with cameras being switched on among all participants, the teacher can make the decision to switch them off. In this case, the teacher has the right to ask randomly selected student to switch on the camera. If the audio/video signal is interrupted by the student, the class content is to be made up for according to rules set by the teacher.
25. Teacher can decide, that students can communicate during classes in both ways:
 - 1) by using microphone
 - 2) by using chat
26. In order to verify students presence during classes, the teacher can:
 - 1) check the student list by reading name and surname aloud, to call out a student who is obliged to confirm his/her presence in front of the switched on camera, making it possible for the teacher to confirm student's identity, or
 - 2) ask the students to confirm their presence by writing on chat for example: „present at the course..... date: + name surname”.
Teacher saves the chat for future verification of a student list. Teacher has the right to confirm identity during classes any time and monitor activity of students during meetings.
The teacher decides on methods of verifying identity of students.
27. Conducting any classes in remote mode should be documented with a list of presence in a form of a printscreen or screenshot, done at least two times during the course of

classes. Screenshot should include information about date and time when the screenshot was done, therefore while doing the screenshot, the taskbar with current date and time should be seen on the screen. List of presence (screenshot) from classes conducted in remote mode should be attached to documentation and kept in a didactic unit conducting a given course. The head of the didactic unit is in charge of documentation.

28. Immediately after conducting classes, the teacher is obliged to report them in online application form available at zdalne.umlub.pl
29. In order to check identity of students participating in classes, the teacher can verify surnames shown on MS Teams platform with surnames and pictures available on Moodle platform. In case, when a student's picture is not displayed, it means the student did not make the preview of his/her picture available, therefore does not meet formal requirements for being allowed to participate in online classes. It may result in making it impossible for a student to take part in classes.
30. Teacher launches tutorial video on his/her own computer and at the same time, makes his/her screen available to the students during videoconference. Due to limitations of equipment, teachers do not upload videos on platforms used for remote teaching.
31. Verification of learning outcomes:
 - 1) Exam, final test or final test with a grade, which will be conducted with the usage of a Moodle platform, is placed as a selected activity in the last subject of a created course. Creating separate courses for exams, final tests or final tests with a grade is not expected.
 - 2) Exams and final tests assigned by the Dean's College will be held onsite in computer classrooms at Centre of the Medical Simulation and other lecture rooms at MUL in Lublin by following current sanitary requirements. Final decisions will be made based on current recommendations of Main Sanitary Inspectorate
 - 3) The rest of exams and final tests conducted in a form of a test, will be held on Moodle platform with identity verification of a student with the usage of MS Teams; exams will be registered and recordings will be kept for 14 days
 - 4) Other forms of exams, for example: oral exams, essay or short open/descriptive questions – with the necessity of giving brief answers in a given, short time – being evaluated up to date by the teacher or the ability to implement a particular procedure/activity and the knowledge of the sequence of their performance (stages

from the checklist) together with the interpretation of the research outcomes, will be held onsite at Centre of the Medical Simulation or at particular MUL units.