

Regulation No 141/2020
by the Rector of Medical University of Lublin

of 25th of September 2020

on conducting didactic classes in the academic year 2020/2021

Pursuant to the provisions of Article 28 par 4 item 10 and 33 of the Statute of the Medical University of Lublin of 26th June 2019, due to ongoing state of pandemics, **I order as follows:**

§ 1

1. The regulation specifies the rules for conducting didactic classes in the state of pandemics in the academic year 2020/2021 and applies to conducting didactic classes for students of all fields of study in Polish and English language.
2. Whenever the regulation mentions the term academic teacher, it is meant to refer to a person employed for the post of an academic teacher and a person conducting didactic classes based on a civil law contract.
3. Rules referring to safe functioning of the Medical University of Lublin in the state of pandemics caused by SARS-CoV-2 are enclosed in the separate Regulation.

§ 2

1. It is determined that didactic classes in the academic year 2020/2021 at the Medical University of Lublin will be held on site and in remote mode based on the rules set by this Regulation.
2. Remote mode is based on conducting didactic classes with the usage of platforms enabling connection with students in real time and is based on tools referred to in Appendix No 1 to this Regulation.

§ 3

1. The following didactic classes will be conducted only in the remote mode and it is not required to fill in the request form to conduct them:
 - 1) lectures
 - 2) seminars
 - 3) foreign language course
 - 4) laboratory classes in the field of humanities and social sciences
 - 5) computer laboratory classes

§ 4

Laboratory classes, practical classes, apprenticeship can be conducted in remote mode upon request, especially in case when:

- 1) there is no possibility to provide classrooms meeting the requirements of proper social distancing among participants of classes
- 2) temporary lack of possibility to conduct classes in medical units
- 3) a teacher conducting classes is quarantined or placed in isolation, or his other flat mates
- 4) a teacher or people sharing a flat with him experience symptoms characteristic to COVID-19, such as (cough, running nose, fever, difficulties with breathing, muscle pain, lack of smell and taste)
- 5) a student taking part in on site classes is suspected of being affected with COVID-19

§ 5

1. A request for remote mode in the form of laboratory classes, practical cases and apprenticeship is submitted to the Dean by the head of the didactic unit responsible for conducting the particular subject, according to the example being Appendix No 2 to this Regulation at least 3 days in advance.
2. In urgent situations, the head of the department is obliged to send to email address of the proper dean, information about the change of mode of conducting didactic classes, immediately after such need appears, according to the example being Appendix No 2 to this Regulation.
3. A scan of the request signed by the head of the didactic department should be sent to email address of the proper Dean's Office, respectively:
 - 1) Faculty of Medical Dentistry at 1wydzlek@umlub.pl
 - 2) Faculty of Medicine at 2dziek.lek@umlub.pl
 - 3) Faculty of Pharmacy at dziekanat.farmacja@umlub.pl
 - 4) Faculty of Health Sciences at wnoz@umlub.pl
 - 5) Interfaculty Center for Didactics biuromcd@umlub.pl
4. A scan of the request being accepted or refused by the Dean should be sent at the same time to the head of the didactic department and to e-mail address ksztalcenie@umlub.pl

§ 6

Total number of hours in remote mode is the following:

- 1) for faculties of biomedicine, dietetics, electroradiology, physiotherapy II degree, dental hygiene and public health not more than 50% of ECTS points in case of practical profile studies and 75% of ECTS points in case of general profile studies established for the particular form of didactic classes in program of studies for fall and spring semester of the academic year 2020/2021
- 2) for faculties of medical analytics, pharmacy, physiotherapy long-cycle Master's degree, medicine, medical dentistry, nursing, obstetrics and emergency medicine – the limit will be set in a separate regulation, based on the limit established by the Regulation on limits issued by the Ministry of Science and Higher Education

§ 7

1. a student has the right to:
 - 1) get the full information about the course of remote mode
 - 2) get support referring to the system operation supporting remote mode according to the Appendix No 1.
2. Student is obliged to participate in all didactic classes available in the form indicated by the teacher on the learning platforms mentioned in the Appendix No 1 and in accordance with Good Practices available at <https://zdalne.umlub.pl>.
3. Student is obliged to register and log in using his/her own name and surname with the usage of tools mentioned in Appendix No 1 and to use individual email address that was assigned to him/her in umlub.pl domain.
4. Student is obliged to do and report all assignments on rules established by the academic teacher.
5. Student has the possibility to receive psychological support in situation of being overloaded due to remote mode or other problems in psychological functioning. Psychological support is given online/by phone or onsite by specialists assigned by University.

§ 8

1. Academic teacher is obliged to:
 - 1) prepare and conduct classes in real time with the usage of mentioned in Appendix No 1 educational platform in remote mode meeting the criteria determined in the syllabus of a given subject
 - 2) establish methods and criteria for verifying students' learning outcomes conduct in remote mode
 - 3) connect with students in real time according to program of studies and Good Practices available at: <https://zdalne.umlub.pl>. Didactic materials and criteria verifying students' learning outcomes are monitored by Dean of proper faculty or a person assigned by the Dean
 - 4) monitor regularly and evidence documentation of the course of student learning process in remote mode according to Appendix No 1. The documentation should confirm the connections and interactions with students according to the program of studies and should be kept in paper form, signed by the teacher of a respective unit.
2. Academic teacher provides student with feedback regarding their progress in learning. All activities connected with monitoring of students learning and providing them with feedback should be monitored according to Appendix No 1.

§ 9

1. Classes conducted both onsite and in remote mode are subject to student survey evaluation.
2. Classes conducted both onsite and in remote mode are subject to quality evaluation conducted by the Dean's authorized representative for the quality of education.
3. Dean's authorized representative gets the access to all courses conducted at the faculty on the moodle platform.
4. Detailed rules of planning and inspection of classes are determined in the internal regulations of the Medical University of Lublin.

§ 10

1. Consultation hours should be held onsite according to prior established schedule or via phone or with the usage of tools mentioned in Appendix No 1 enabling connecting with the student in real time.
2. Another schedule for consultation hours is possible, upon prior information for the students about the change.

§ 11

1. Getting scores for classes in remote mode is obligatory and carried out according to prior regulations, subject to item 2.
2. Verifying students' learning outcomes may be conducted in the following way:
 - a) on regular basis, within the area of University, in the form of an oral or written exam
 - b) online – with the usage of IT tools according to Appendix No 1Required learning outcomes are documented according to Appendix No 1

§ 12

1. If a student, due to justified reasons, such as being quarantined, being in isolation, sharing a flat with a person who is quarantined, in isolation, having symptoms characteristic to COVID-19 mentioned in §4, can't participate in onsite classes, the teacher conducting the classes is obliged to make up for the program content, pass or exams at a later time.

§ 13

1. Didactic classes conducted onsite can be held on Saturday and Sunday in justified cases. Changes in the timetable can be done each time any causes mentioned in § 4 appear.

2. Request for the change in the timetable is submitted to the Dean by the head of the didactic department responsible for conducting the given subject, according to the example in the Appendix No 3 to this Regulation at least 3 days in advance.
3. In urgent cases, the head of the department is obliged to send to email address of the proper Dean's Office the information about the change in the timetable immediately after it takes place, according to the example in Appendix No 3 to this Regulation.
4. Scan of the request signed by the head of the didactic department should be sent to email address of the Dean's Office of the proper faculty:
 1. Faculty of Medical Dentistry at 1wydzlek@umlub.pl
 2. Faculty of Medicine at 2dziek.lek@umlub.pl
 3. Faculty of Pharmacy at dziekanat.farmacja@umlub.pl
 4. Faculty of Health Sciences at wnoz@umlub.pl
 5. Interfaculty Center for Didactics biuromcd@umlub.pl
5. A scan of the request being accepted or refused by the Dean should be sent at the same time to the head of the didactic department and to e-mail address ksztalcenie@umlub.pl

§ 14

1. To didactic classes conducted by the academic teacher, 100% of number of hours of classes conducted in remote mode is included.
2. Settling accounts for teaching quota will be made after the completion of didactic classes in the academic year 2020/2021, by following the same procedure which means after receiving a written confirmation of academic teacher conducting classes, a head of the didactic department responsible for conducting them, after Dean's approval and acceptance of Vice-Rector for Educational Affairs.

§ 15

Deans of particular faculties are obliged to implement into the education program the possibility of remote mode for the faculties of :biomedicine, dietetics, electroradiology, physiotherapy II degree, dental hygiene, cosmetology, dental techniques and public health.

§ 16

Regulation No 34/2020 by the Rector of Medical University of Lublin of 2nd April 2020 on conducting didactic classes in the period of suspension of activity of Medical University of Lublin and Regulation No 66/2020 by the Rector of Medical University of Lublin of 1st June on organization of didactic classes in the fall semester of the academic year 2020/2021 at the Medical University of Lublin are no longer valid.

§ 17

The Regulation comes into force upon signing, on 1 October, 2020.

On behalf of Rector of
the Medical University of Lublin

Vice-Rector for Scientific Affairs
Professor, MD, PhD Andrzej
Stepulak

