

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

of 18th of October 2020

on conducting didactic classes during the time of including the city of Lublin into the area of a red zone

Pursuant to the provisions of Article 1 par 4 of the Regulation of the Ministry of Health of 16 October 2020 on temporary limited functioning of medical schools in reference with prevention, counteraction and combating COVID-19 (Dz. U. 2020, item. 1833) and 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 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 No 142/2020 by the Rector of Medical University of Lublin of 28 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.

§ 2

1. It is determined that didactic classes 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. Academic teacher provides remote work in the place assigned by the Head of the Department.

§ 3

1. All didactic classes will be conducted in the remote mode and it is not required to fill in the request form to conduct them, subject to par 2.
2. Practical classes on the last years of study on the following will be conducted onsite:
 - 1) long cycle Master's degree programme, faculty of medicine, faculty of medical dentistry, faculty of pharmacy, medical analysis;
 - 2) first degree studies at the faculties of: nursing, obstetrics and emergency medicine, dental hygiene, dental procedures, electroradiology and biomedicine;
 - 3) second degree studies at the faculties of: physiotherapy, electroradiology, biomedicine, cosmetology.
3. Onsite classes can be conducted at the clinical units of University, Center for Medical Simulation, practical skills units or in accordance with agreements with external units.

§ 4

In case where there is no possibility of conducting classes in remote mode, heads of the departments submit a request to the proper Dean for approval to conduct classes at the Center for Medical Simulation, practical skills units or to postpone the classes subject to Article 8 par 1.

§ 5

Deans pass the approved requests for conducting classes at the Center for Medical Simulation to the Center for Medical Simulation, which sets the dates for the rescheduled classes.

§ 6

Classes scheduled so far at the Center for Medical Simulation for students other than students of the last year of the faculties mentioned in Article 3 par 2 are conducted in remote mode.

§ 7

Notwithstanding the above, classes can be conducted in remote mode in the following urgent situations:

- 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

§ 8

1. Request for conducting practical classes onsite for students who are not on the last year of students, mentioned in Article 3 par 2 is submitted to the Dean by the head of the didactic unit responsible for conducting a given module/subject with a due time October 23,2020. Example of a request is Appendix No 2 to this Regulation.
2. 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
3. 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

§ 9

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.

§ 10

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.

§ 11

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.

§ 12

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.

§ 13

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 1
3. Required learning outcomes are documented according to Appendix No 1

§ 14

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 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.
2. Having access to educational content in offline mode is not equivalent to make up for a student's absence during cases.

§ 15

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. Change in the timetable can be introduced every time whenever circumstances mentioned in /article 7.
3. Example of a request for a change in a timetable of classes conducted onsite is Appendix no 3 to this Regulation
4. 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.
5. 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

6. 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

§ 16

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 2020/202, 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.

§ 17

Regulation 141/2020 by the Rector of Medical University of Lublin of 25 September 2020 on conducting didactic classes in the academic year 2020/21 is no longer valid.

§ 18

The Regulation comes into force upon signing.

Rector of
the Medical University of Lublin

Professor, MD, PhD Wojciech
Zaluska