

Regulation No 179/2020
by the Rector of Medical University of Lublin

of 23rd of November 2020

**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**

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, **I order as follows:**

§ 1

1. The regulation refers 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 replaced by Regulation No 179/2020 by the Rector of Medical University of Lublin of 6 November 2020.
4. This Regulation applies to respectively to post graduate studies and training courses organized by Postgraduate Education Centre.

§ 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. 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
2. The rest of didactic classes are conducted according to the schedule referred to in Appendix No 2 to this Regulation, subject to Article 4.
3. Didactic classes conducted onsite before the schedule implemented by this Regulation becomes effective, are treated as didactic classes conducted by virtue of this Regulation.

§ 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 or is 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 3 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's office, information about the change of mode of conducting didactic classes, immediately after such need appears, according to the example being Appendix No 3 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 wydzlekdent@umlub.pl
 - 2) Faculty of Medicine at dziek.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, cosmetology, dental procedures 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 medicine, medical dentistry, pharmacy, medical analytics, nursing, obstetrics, physiotherapy and emergency medicine not more than 20% ECTS points established for the particular form of didactic classes in program of studies in the academic year 2020/2021, subject to item 3-5.
- 3) for the faculty of medicine the total number of ECTS points, which can be acquired during education process with the usage of methods and techniques for remote mode, can not be higher than 20% of ECTS points necessary for graduation.

- 4) for the faculty of medical dentistry, pharmacy, medical analytics which can be acquired during education process with the usage of methods and techniques for remote mode, can not be higher than 25% of ECTS points necessary for graduation.
- 5) for the faculty of nursing, obstetrics and emergency medicine which can be acquired during education process with the usage of methods and techniques for remote mode, can not be higher than 25% of ECTS points necessary for graduation.

§ 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 student.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 notification of students about the change via email.

§ 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 1
3. Required 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 item 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.
2. Having access to educational content in offline mode is not equivalent to make up for a student's absence during cases.

§ 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 5 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 5 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 wyzlekdent@umlub.pl
 2. Faculty of Medicine at dziek.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

Regulation 161/2020 by the Rector of Medical University of Lublin of 18 October 2020 on conducting didactic classes during the time of including the city of Lublin into the area of a red zone is no longer valid.

§ 16

The Regulation comes into force upon signing.

Rector of
the Medical University of Lublin

Professor, MD, PhD Wojciech Załuska