



R-B-SOP.014.1.152.2020

REGULATION NO. 152/2020
of the Rector of the Wroclaw University of Economics and Business
of 15 September 2020

**on the principles of conducting classes on a remote basis and verification of learning outcomes
in the winter semester 2020/2021**

Pursuant to § 11 of the Statute of the Wroclaw University of Economics and Business and Art. 50 section 1 of the Act of 20 July 2018 Law on Higher Education and Science (Journal Of Laws of 2020, item 85 as amended), the following is ordered:

§ 1

1. The implementation of classes on a remote basis at the University takes place in a synchronous mode using the Teams module of the Office 365 suite, subject to § 2.
2. It is allowed to complete no more than 25% of the number of hours allocated to a given form of classes using the e-Portal platform.
3. The restriction referred to in section 2 does not apply to subjects that have obtained the consent of the Dean for Academic Programs / Dean of the Branch of the University of Economics and Business to complete more than 25% of the number of hours allocated to a given form of classes using the e-Portal platform.
4. Consultations and seminars are conducted on a remote basis, as referred to in section 1, in accordance with the individual schedule posted on the University website. In the case of diploma theses prepared in laboratories, the exception to this principle is possible, while maintaining the requirements set out in § 2 section 2.
5. Physical education classes are conducted on a remote basis, in a form determined by the academic teacher.

§ 2

1. The laboratory classes of the Management and Production Engineering program and other classes may be held on a stationary basis with prior consent, according to the rules set out in the Rector's Regulation No. 120a/2020.
2. Persons participating in classes taking place on a stationary basis are obliged to comply with the applicable sanitary safety requirements and the University's recommendations, in particular with regard to covering the mouth and nose, disinfecting hands, and maintaining social distance, under pain of not being able to participate in the classes in case of failure to comply with these requirements.
3. Absence from classes due to non-compliance with the rules set out in section 2 is considered as an unexcused absence.

§ 3

1. The academic teacher conducts classes on a remote basis with the camera turned on.
2. The student is required to participate in compulsory classes on a remote basis with the camera turned on and to be able to use the microphone.

§ 4

1. The academic teacher conducts the classes in accordance with the schedule of classes.
2. The academic teacher is obliged to achieve the learning outcomes for a given subject.
3. During the first class, the academic teacher is obliged to provide information about the scope of the course credit requirements and/or examination requirements related to a given subject.
4. Tests, midterms, and exams should be conducted on a remote basis, except for the classes referred to in § 2 section 1. In exceptional cases, upon a justified written request of the Subject Coordinator, the Vice-Rector for Student Affairs and Academic Programs may consent to the completion of a credit or examination on a stationary basis. The application should be submitted to the Vice-Rector for Student Affairs and Academic Programs by January 8, 2021.

§ 5

1. In the Teams module, a team dedicated to a specific group of participants is created. The name of the team has the structure: Name of the subject - group number - code from USOS - a form of classes, for postgraduate courses Acronym of studies - Name of the course.
2. As part of the ePortal platform, a course dedicated to a specific group of participants is created. The name of the course has the structure: Name of the course - code from USOS, for postgraduate courses Acronym of studies - Name of the course.

§ 6

To the course or team referred to in § 1 section 1 and 2, at their request, the academic teacher adds: Dean for Academic Programs, Dean for Student Affairs, Dean of the Branch, Vice-Dean for Academic Programs, Vice-Dean for Student Affairs or Vice-Dean of the Branch. The default role in the course or in the team for the added person is the role of the Instructor.

§ 7

1. The IT Center and the E-learning Development Office, in consultation with the Dean for Academic Programs/Dean of the Branch, provide rooms in the building of the LifeLong Learning Center in Wrocław/Branch buildings for conducting classes in live streaming mode.
2. Support for the process in remote mode is provided in Wrocław by the IT Center and the E-learning Development Office, e-mail: wsparcie-elearning@ue.wroc.pl, tel. 884 217 660, 884 217 684, and in Jelenia Góra, Krzysztof Malec, e-mail: krzysztof.malec@ue.wroc.pl, tel. 75 75 38 461, 694 951 925, Dariusz Łuczko e-mail: dariusz.luczko@ue.wroc.pl, tel. 75 75 38 201, 694 945 932.



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3. Live streaming classes can be conducted independently by the academic teacher or in adapted rooms at the University. Booking of classrooms for classes in live streaming mode takes place via the form on the website rezerwacja-elearning.ue.wroc.pl.

§ 8

The IT Center and the E-learning Development Office, in consultation with the Dean for Academic Programs/Dean of the Branch, will conduct training for employees in the use of tools supporting the implementation of classes on a remote basis.

§ 9

The regulation enters into force on the day of signing.

Rector

Prof. dr hab. Andrzej Kaleta