

**Ordinance No. 43
of the Rector of Poznan University of Technology
of 15 September 2020
(RO/IX/43/2020)**

**on the organization of classes at Poznan University of Technology
in the winter semester of the 2020/2021 academic year**

Acting on the basis of art. 23, par. 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended) and art. 207 § 2 of the Labour Code, in connection with the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws, item 374) and the ordinance of the Minister of Science and Higher Education of 21 May 2020 concerning the temporary limitation of the functioning of some entities of the higher education and science system in relation to preventing, counteracting and combating COVID-19 (Journal of Laws of Laws, item 911), **it is ordered** as follows:

§ 1

In the period from 1 October 2020 to 15 November 2020, the following rules for preventing and counteracting the spread of the SARS-CoV-2 virus among members of the Poznan University of Technology (PUT) community shall be introduced:

1. Lectures, tutorials, seminars, projects and laboratories at first- and second-cycle full- and part-time studies shall be conducted in the form of distance learning, with the exception of § 2 par. 1.
2. Postgraduate studies shall be conducted in a mixed form (an on-site form shall be preferable, especially for courses that require the use of laboratory or apparatus facilities, a distance learning form shall be also allowed in compliance with the decision of the relevant head of the centre/department).
3. Classes for PhD students, both as part of PhD Studies at faculties and in the Doctoral School, shall be held only in the form of distance learning.
4. Other cultural and sports activities as well as the organization of any conferences, events and meetings by the university and on its premises shall be reduced to a safe minimum, contingent on obtaining the Rector's consent after the opinion issued by the Vice-Rector appropriate for a particular area of the university activity.
5. Accommodation of persons in student dormitories shall be limited only to persons covered by the exception specified in § 2 par. 1 or after obtaining the individual consent of the Head of Campus. Visits by outside guests shall be banned.
6. Domestic and foreign business trips shall be limited to the necessary minimum, subject to the consent of the Dean, and in the case of administrative staff, in accordance with their respective supervisory sections – Rector, Vice-Rector, Chancellor or Bursar.
7. Arrivals at the university of other students than those currently studying at PUT, PhD students and foreign visitors shall be limited to the necessary minimum, provided that the approval of the Dean or the Director of the Doctoral School has been obtained each time.

§ 2

Exceptions to the necessary use of distance learning in the first- and second- cycle studies shall cover:

- 1) students of the 1st semester of the first-cycle studies of all fields of study (full-time and part-time studies) – in this case, compulsory distance learning shall apply only to lectures and foreign language courses, while other forms of teaching, including physical education classes, organizational meetings with faculty authorities, as well as training in the rights and obligations of the student, should be held on-site,
- 2) students of the diploma semester of the first- and second-cycle studies of all fields of study (full-time and part-time studies) – courses requiring access to the university infrastructure or the direct presence of an academic teacher should take place on-site,
- 3) students of the practical profile of studies including the implementation of the teaching process in enterprises (in accordance with the sanitary and epidemiological standard published by the Ministry of Health),
- 4) students of fields of study conducted jointly with other universities – integration of the education process is planned,

- 5) students carrying out field practice in geodesy (geodetic practice) or professional traineeships with the clearance date extended to 31 December 2020,
- 6) students of the "pilotage" diploma profile in the field of *aerospace engineering*, in the range of practical training,
- 7) students of the following fields: Chemical Technology, Chemical and Process Engineering, Environmental Protection Technologies – continuation of on-site teaching is planned from 2 November in order to conduct laboratory classes.

§ 3

1. Classes in the form of distance learning shall be held using tools available on the university platform <https://elearning.put.poznan.pl/>, while MoodlePP shall be an obligatory tool in which the academic teacher conducting classes shall determine the structure and form of classes, the rules of assessment and shall provide auxiliary materials.
2. Distance learning classes shall take place with the use of university infrastructure, which ensures good quality of Internet transmission and appropriate technical support. Distance learning and on-site classes shall be conducted in real time according to the timetable. Consequently, employees' office hours shall be held in the same manner as classes are conducted.
3. People other than those participating in classes, events organized by the university, or using library services shall be forbidden to enter the university. Other people, including those staying at the university for the purpose of carrying out diploma work based on experimental work, shall require the consent of the Dean of a relevant faculty, and in the case of science clubs and student organizations – the Vice-Rector for Student Affairs and Education.
4. Temporary timetable for studies not covered by the exception specified in § 2 par. 1 includes, in the first place, lectures and tutorials that can be carried out remotely without losses in achieving learning outcomes to ensure greater availability of laboratory classes later in the semester.
5. After 6 weeks of distance learning, it is assumed that the education process will be continued on-site or in a mixed form, mainly for the purpose of conducting laboratory and related classes. Until then, the university employees indicated by the Dean shall prepare instructional videos for laboratory classes (both in Polish and English) to enable the implementation of a mixed system (on-site and remote) in the event of the unavailability of rooms in the highly concentrated period of the second part of the semester.
6. In order to efficiently conduct remote end-of-semester assessment and defences, Ordinance No. 29 of 29 May 2020 *on the principles related to semester completion assessment and examinations using electronic means of communication* shall remain in force.
7. Foreign students staying outside the territory of the Republic of Poland and not covered by the exceptions referred to in § 2 par. 1, may still remain outside the territory of the Republic of Poland for the first 6 weeks of classes in the 2020/2021 winter semester, i.e. until 15 November this year. After this time, if the epidemiological situation allows for the resumption of on-site classes, they should come to the University.
8. In exceptional cases, a foreign candidate who has been admitted to the full-cycle studies at PUT, but could not come to the university before 1 October 2020, may apply for permission for late registration, according to dates specified by the Dean.
9. Foreign students of the Erasmus+ and Exchange programmes shall participate in the period specified in § 1 in the distance learning form.
10. Each student of the Erasmus+ and Exchange programmes who, after restarting the on-site form of education at Poznan University of Technology, cannot appear at the university in person because of travel restrictions and border closures due to the epidemiological situation of COVID-19 during the 2020/2021 winter semester, shall be able to continue part of the classes remotely in their country and shall have the right to take online exams. Classes that will be possible to be carried out online shall be indicated by the Dean or Erasmus+ coordinator at the faculty.
11. Each Erasmus+ and Exchange student who is forced to return to their country of origin due to the epidemiological situation of COVID-19 during the 2020/2021 winter semester shall have the opportunity to continue part of the classes remotely in their country and shall have the right to take online exams. Classes that will be possible to be carried out online shall be indicated by the Dean or Erasmus+ coordinator at the faculty.

§ 4

1. The Dean of a faculty shall be responsible for the proper organization and conducting of classes referred to in § 1 and §3.
2. According to the scope of classes, the Dean, Director of the Sports Centre, Director of the Centre of Languages and Communication, Director of the Aviation Training Centre shall be responsible for ensuring all safety rules are in place, in accordance with the "Environmental guidelines in connection with the partial restoration of university activities" and "Chief Sanitary Inspectorate recommendations regarding ensuring the safety of the organization of laboratory and clinical classes", as well as the current recommendations of sanitary inspection authorities, state administration entities and ordinances and announcements of Poznan University of Technology authorities, including at least limiting the number of people staying in rooms to the necessary minimum and providing protection measures for people conducting classes, limiting participation in classes only to healthy people with a covered mouth and nose (a mask or a shield), a ban on bringing unnecessary things to classes, the need to use only one's own accessories and the need to disinfect shared items. The Crisis Management Procedure at PUT shall apply to all employees, students and other persons staying at the university.
3. Lecturers and students during classes at the university shall be obliged to comply with all the applicable safety requirements and to follow all recommendations and guidelines which are in force at the university, on pain of not being able to participate in classes or to be admitted to classes in the event of non-compliance with the above-mentioned requirements and recommendations.
4. A member of the academic community, entering the university premises, shall declare that, to the best of his/her knowledge, he/she does not show symptoms characteristic of those infected with the SARS-CoV-2 virus, in particular that he/she does not have increased temperature, cough, shortness of breath or has experienced the loss of smell and taste, and has not been subjected to any sanitary procedure in connection with the epidemiological threat related to the SARS-CoV-2 virus in the last 14 days.

§ 5

1. Students who formally carry out scientific and R&D projects shall have access to PUT infrastructure.
2. Persons carrying out research and development work and applying for accommodation in student dormitories shall be guaranteed a positive opinion related to their request.

§ 6

1. The university established the Emergency Team, chaired by the Vice-Rector for Student Affairs and Education, Associate Professor Agnieszka MISZTAL, PhD, DSc, Eng.
2. The Emergency Team provides necessary and updated information. Emergency Team e-mail address: koronawirus@put.poznan.pl; websites: <https://www.put.poznan.pl/pl/aktualnosc/koronawirus-aktualnosci>.

§ 7

1. Any deviations from the above rules shall require the Rector's approval each time after the opinion has been issued by the Vice-Rector appropriate for a particular area of the university activity.
2. Rector's Ordinances No. 14 of 11 March 2020, No. 15 of 11 March 2020, No. 16 of 17 March 2020, No. 17 of 25 March 2020, No. 19 of 9 April 2020, No.23 of 13 May 13 2020 shall cease to apply.

§ 8

The ordinance shall come into force on the day of signing with effect from 1 October 2020.

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, PhD, DSc, Eng.