

## Regulation No. 210/2020

of the Rector of the Jan Kochanowski University in Kielce  
of September 30, 2020

### on the principles of conducting classes as well as conducting credits, examinations and diploma examinations by means of distance learning methods and techniques

Based on Article. 23 (1) and (2) point 2 of the Act of July 20, 2018 – Act on higher education and science (Journal of Laws of 2020, item 85 as amended), § 12 and § 13 of the Ordinance of the Minister of Science and Higher Education of September 27, 2018 on studies (Journal of Laws of 2018, item 1861 as amended) and pursuant to § 28 (1-2), § 29 point 2 of the Statute of the Jan Kochanowski University in Kielce, the following is ordered:

#### § 1

For the purposes of this regulation, the following terms are assigned below:

- 1) **University** - the Jan Kochanowski University in Kielce
- 2) **remote classes** - classes conducted at a distance with the use of telecommunications systems and information technologies in the following forms:
  - a) **synchronous** - conducted in real time with the use of distance learning methods and techniques using electronic means of communication (e.g. video chat, video lecture, videoconference, webinar), assuming direct contact and interaction between the teacher and the student / listener,
  - b) **asynchronous** - conducted with the use of teaching methods and techniques at a distance by assimilation of the didactic material posted on the platform by the student / listener, without contact with the teacher in real time,
- 3) **traditional classes** - classes conducted on a stationary basis at the premises of the University or the premises of the branch in direct contact with the student / listener,
- 4) **teacher** - academic teacher, doctoral student / doctoral school participant or another person employed at the University to conduct classes under a civil law contract,
- 5) **administrator in an organizational unit** - IT specialist employed at the faculty / branch.

#### General provisions

#### § 2

1. If the character of education in a given field of study, level and profile allows it, some of the learning outcomes included in the study programme may be obtained through remote classes using infrastructure and software to provide synchronous and asynchronous classes, which enable interaction between students / learners and teachers.
2. Remote classes are included in the study programme and the schedule of the study programme.
3. The number of ECTS points that can be obtained as part of the remote classes cannot be greater than:
  - 1) 50% of the number of ECTS points for studies with a practical profile,
  - 2) 75% of the number of ECTS points in the case of studies with a general academic profile.
4. In the period from the date of announcement of the state of epidemic threat or state of epidemic to the end of the term during which the state was cancelled, conducting remote classes is possible whether or not it was provided for in the study programme.
5. Principles of the organization of education in the cases referred to in § 2 para. 4, are specified in a separate ordinance of the University Rector.
6. In the period referred to in § 2 para. 4, the number of ECTS points assigned is not included for remote classes, up to the maximum number of ECTS points that can be obtained with the use of distance learning methods and techniques specified in § 2 para. 3.

7. During the period referred to in § 2 para. 4, in the event of a change in the form of conducting classes from traditional to remote, it is possible to adjust the conditions for passing the course to the changed form of classes. Changes should be made in consultation with the participants of the classes and approved by the Dean / head of postgraduate studies / training course manager. Changes in the conditions for completing a remote course must take into account the selected form of remote teaching and ensure that all learning outcomes provided for in the course sheet are achieved.
8. The method of conducting remote classes in the fields of study preparation for professions for which the Minister of Science and Higher Education has defined the education standards, is governed by separate regulations.
9. The manner of carrying out apprenticeships is regulated by separate regulations.
10. Hours of classes carried out as part of remote classes in full-time studies and extramural studies are settled within the teaching workload.
11. One hour of remote classes carried out in a synchronous form corresponds to one hour of classes carried out in a traditional form in direct contact with the teacher.
12. In particularly justified cases, with the dean's consent, one hour of asynchronous classes may correspond to one hour of traditional classes carried out in direct contact with the student, while the total number of hours carried out asynchronously may not exceed 20% of the hours carried out within a given subject.
13. In order to conduct remote classes, the University provides access to infrastructure and software on the premises of the University (eg at the University Library or other indicated places).

### **Supervision and Responsibility**

#### § 3

1. The Dean of the relevant faculty or branch exercises supervision over the implementation of the distance education with the use of teaching methods and techniques specific for distance education. The Dean shall be obliged to supervise the process of distance education at all the faculties, postgraduate studies and educational courses.
2. The Deans shall be obliged to provide on the faculty website all the contact details to the Heads of the organisational units responsible for distance education within the relevant faculties, postgraduate studies and educational courses.
3. The Deputy Directors of the Units/Heads of Departments for Teaching shall be responsible for the preparation and the organisation of the didactic process, including distance education teaching methods and techniques.
4. The Coordinators of Postgraduate Studies/educational courses shall be responsible for the realisation of the didactic process in a distance mode.
5. The Head of the Foreign Language Centre and the Head of The University Sports Centre have responsibility for the realisation of the didactic process in a distance mode.
6. The Dean submits the report to the Pro-Rector for Teaching on realisation of distance education in the relevant semester of studies, including particular faculties within which the distance education has been conducted
7. The report referred to § 3 item 6 should be submitted at the end of the semester, not later than 14 days after its end.

#### § 4

1. The person preparing the materials for implementation in the course of distance education is fully responsible for the teaching materials, both the contents and the compliance with the Act on Copyrights and related Rights.
2. Teaching materials implemented in distance education should comply with the Act on Copyrights or Related Rights. If the person preparing the teaching materials is using the materials that are owned and held in copyright by a third party should get the permission of the author. All types of materials implemented specially in distance education with the use of remote teaching methods and techniques may be used within the scope of the permission which has been granted to the University.

#### §5

Teachers in distance education are obliged to:

1. Conduct the classes at the scheduled times in a synchronous mode
2. Prepare and provide educational materials to students learning in asynchronous mode
3. Monitor students individual attainment based on student's activity
4. Monitor student's activity
5. Verify the achievement of the expected learning outcomes
6. Create the evaluation criteria
7. Conduct exams and give credits to students in a distance education mode
8. Archive teaching materials implemented in distance education
9. Report to the relevant Dean the problems encountered in distance education

#### §6

The student in distance education is obliged to:

1. Participate in classes in a synchronous and asynchronous mode scheduled by the teacher
2. Use the resources provided by the teacher
3. Fulfil the assignments given by the teacher
4. Get credits confirming the fulfilment of the requirements
5. Monitor the announcements about distance education in the Virtual University System and on the website of the faculty or branch
6. Report to the relevant Dean problems encountered in distance education

#### § 7

1. In order to conduct remote classes, the person conducting the classes should be prepared by the University to design, create and share teaching materials. The relevant dean is responsible for preparing the teacher to conduct these classes.
2. Before the commencement of the subject within which the distance classes will take place, students should be prepared to participate in these classes. The lecturers are responsible for preparing students to participate in remote classes. The relevant dean is responsible for conducting training preparing for participation in remote classes.

#### § 8

1. Remote classes are subject to quality assessment under the Internal System for the Assurance of the Quality of Education, according to the same rules as other forms. Remote classes are included in the survey process.
2. The quality and improvement of remote classes conducted at a faculty or branch are supervised by the dean, in the case of foreign language courses - the head of the Foreign Language Center, and in the case of physical education classes - the head of the University Sports Center.

#### § 9

Office hours and consultation hours may take place remotely after obtaining the consent of the relevant dean.

#### § 10

1. Remote classes should be documented by the teacher after their completion through:
  - 1) videos of the conducted classes,
  - 2) screencasts recorded in Power Point or another tool,
  - 3) indication of the hours of the employee's availability for students in the chat or in another form of communication,
  - 4) schedule of remote classes with the indicated tools,
  - 5) other forms depending on the solutions used.
2. Documentation confirming the completion of the classes referred to in sec. 1 is kept by the teacher for not less than one year from their completion; detailed rules are established by the relevant dean.

#### § 11

1. The following tools for conducting remote classes are recommended:
  - 1) the UJK e-learning platform,
  - 2) Microsoft 365 (in particular MS Teams),
  - 3) Virtual University.
2. Accounts on the UJK e-learning platform are set up by administrators in organizational units. After logging into the platform for the first time, one should use the training and instructional materials intended for platform users.
3. The University enables the use of Microsoft 365 service in the full scope of the office suite. The service can be used online and in a standard way by installing it on a computer.
4. Accounts enabling access to the Microsoft 365 service for employees who are academic teachers, employed under civil law contracts and students will be established by administrators in organizational units.
5. The condition for setting up an account enabling access to tools for conducting remote classes is to have a UJK registration number (employees), and in the case of students, an album number and active status of the student.
6. Users of remote teaching/learning tools are required to use them in accordance with law and the principles of network etiquette, in particular, it is forbidden to:
  - 1) violate the privacy of other people,
  - 2) illegal distribution of copyrighted materials,
  - 3) distribute or disseminate of pornographic materials,
  - 4) take actions that may disrupt the operation of services and systems,
  - 5) take actions aimed at obtaining unauthorized access,
  - 6) send unsolicited mail or make it easier for other entities,
  - 7) share your account, including login details, with other people,
  - 8) store, share and disseminate prohibited and illegal content and materials.

## **Credits and remote exams**

### § 12

1. When conducting classes with the use of teaching methods and techniques at a distance, verification of the achieved learning outcomes specified in the study program, in particular conducting credits and examinations at the end of specific classes, may take place outside the seat of the University or outside its branch using electronic communication means.
2. The following IT tools are recommended for conducting exams and credits with the use of information technology: e-learning platform or Microsoft 365 service. Remote oral exams and tests may be conducted only with the use of the Microsoft 365 service, in accordance with the instruction on how to conduct exams / tests in a remote form, constituting Annex 1 to the said regulation.
3. Conducting exams / credits remotely should ensure data security, including personal data of the examiner and students by complying with the applicable at the University, provisions on the protection of personal data and provisions on the operation of the computer network.
4. The examiner or the lecturer organizes the exam or credit card in a manner ensuring the student's independence.
5. The form of the examination or credit card should:
  - 1) enable verification of the assumed learning outcomes,
  - 2) correspond to the form specified in the item card,
  - 3) ensure equal requirements for all students who take the exam or pass the exam.
6. The examiner informs the students about the form and IT tools necessary for their conduct at least seven days before the scheduled date of the examination / completion date.
7. The examiner is responsible for the preparation and conduct of the examination or credit card remotely using a specific IT tool or a lecturer with support in the technical organization of the exam or credits are awarded by persons responsible for distance education in individual fields of study, referred to in § 3 sec. 2 and the administrator in the organizational unit. The appropriate dean is responsible for the conduct of remote examinations and credits.

8. The relevant dean may define additional, detailed guidelines for conducting the examination / credit in a remote form, taking into account the specificity of individual fields of study.

### **Diploma exams**

#### § 13

1. In the period of an epidemic threat or state of an epidemic, the diploma exams may be held outside the seat of the University and outside the seat of the branch (in a remote form) using electronic means of communication, ensuring in particular:
  - 1) real-time transmission of diploma exams between participants,
  - 2) multilateral communication in real time, under which the participants of diploma examinations can express their opinions during the examination - in compliance with the necessary safety rules.
2. A student who intends to take the diploma examination remotely completes the application according to the template constituting Annex 2 to this ordinance.
3. If the student does not have the appropriate technical equipment to conduct the diploma examination remotely, the University shall, upon the student's request, provide the appropriate equipment at the agreed place and time. The request referred to in the preceding sentence constitutes Appendix 2 to this ordinance.
4. The condition for admitting a student to the diploma examination specified in this ordinance is to meet all the requirements set out in Chapter IX of the Regulations of Studies at Jan Kochanowski University in Kielce (resolution of the Senate 169/2019 of September 12, 2019 on the adoption of the Study Regulations with amendments resulting from the Senate Resolution No. 254/2019 of November 28, 2019) and submission of a statement by the student according to the template constituting Appendix 3 to this ordinance. The declaration referred to in the preceding sentence is part of the related documentation with the diploma process.
5. In the case when the diploma examination consists of the theoretical part and the practical part, the rules set out in the said ordinance apply only to the theoretical part.
6. Before proceeding to the diploma examination, all members of the diploma examination board are required to complete and provide the relevant dean with a declaration according to the template constituting Appendix 4 to this ordinance.
7. The diploma examination is carried out in accordance with the instructions in Annex 5 to this ordinance.

#### § 14

Shall be repealed:

- 1) ordinance No. 37/2020 of the Rector of Jan Kochanowski University in Kielce of February 27, 2020 on the principles of conducting classes with the use of distance learning methods and techniques,
- 2) regulation No. 68/2020 of the Rector of Jan Kochanowski University in Kielce of March 19, 2020 on distance learning at the Jan Kochanowski University in Kielce during the suspension of teaching, amended by order no. 105/2020 of the Rector of Jan Kochanowski University in Kielce and order no. 134/2020 of the Rector of Jan Kochanowski University in Kielce,
- 3) order no. 99/2020 of the Rector of Jan Kochanowski University in Kielce of May 8, 2020 on the conduct of diploma exams with the use of information technology at the Jan Kochanowski University in Kielce during the period of limitation of the University's operation due to the prevention, counteraction and combating of COVID-19, as amended by ordinance No.

#### § 15

The regulation comes into force on October 1, 2020.

