

REGULATION

by the Rector of the Cracow University of Economics

No R.0211.5.2021

of 29 January 2021

on

the organisation of learning at the Cracow University of Economics in the summer semester of the academic year 2020/2021

Based on Article 23 clause 1 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2020, item 85, as amended), and based on § 16 clause 7 item 1 and clause 7 item 2 of the By-Laws of the Cracow University of Economics (CUE/UEK), in connection with the regulation of the Minister of Science and Higher Education of October 16, 2020 on the temporary limitation of the operation of certain entities of the higher education and science in connection with prevention, counteraction and combating COVID-19 (Journal of Laws item 1835), it is ordered as follows:

§1

General provisions

1. In the summer semester of the academic year 2020/2021, classes in the first and second cycle studies and uniform Master's studies, carried out on a full-time and part-time basis, will be conducted using distance learning methods and techniques.
2. Exceptions to the rules referred to in section 1 may result from the content of this Regulation or from a particular decision of the Vice-Rector for Education and Students following a justified request from a Director of Institute.
3. The Director of Institute will notify the relevant students of the decision referred to in section 2 immediately, but no later than 7 days before the beginning of classes using teaching methods other than distance learning (i.e. classes taught within the CUE campus).
4. All classes and activities carried out on the premises of the CUE Campus or other University facilities require compliance with the sanitary regime resulting from the regulations currently in force in this area.
5. For postgraduate studies, MBA studies, doctoral studies, as well as those programs implemented at the Doctoral School, separate regulations apply, issued by the Rector at the request of the Vice-Rector for Projects and Cooperation or the Vice-Rector for Research, respectively.
6. Classes with the use of distance learning methods and techniques are conducted in a synchronous mode (that is, with the use of real-time communication, according to the schedule of classes).
7. Didactic classes with the use of distance learning methods and techniques may also be supplemented with classes conducted asynchronously – that is, not requiring real-time contact between the teacher and the class participants.

8. The ZOOM platform is the designated tool for conducting classes in synchronous mode. The Moodle platform is the designated tool for conducting classes in asynchronous mode.
9. Classes are carried out in accordance with the class schedule, subdivided into classes conducted using distance learning methods and techniques and those conducted without the use of distance learning methods and techniques (that is, in personal contact with the tutor) in the case of classes referred to in section 2.
10. The lecturers who are authorized to conduct certified classes on the Moodle platform (certified courses) have the right to carry out some of the classes provided for in an appropriate Resolution by the CUE Senate in the format of online classes (“e-classes”). If the lecturer wishes to conduct certified courses, it is necessary for him/her to submit an appropriate application to the e-Learning Team via a dedicated application form by 8 February 2021.
11. Classes are conducted on the dates and times planned by the Teaching Department (Scheduling Section) with the division into classes conducted using distance learning methods and techniques, and classes conducted on an on-campus basis. Any changes to the schedule may be introduced by the Scheduling Section.
12. The Teaching Department (Scheduling Section) is responsible for generating links to classes on the ZOOM platform.
13. Classes are conducted from 8:00 a.m. to 9:00 p.m.
14. While conducting classes and participating in classes, the lecturers and students are required to use the camera and – in the case of the interactive formula of the given class – also the microphone. Failure to comply with the above requirement may result in recording an unexcused absence from classes.
15. The Vice-Rector for Education and Student Affairs, the e-Learning Team and the Information Systems Centre support the correct implementation of remote teaching processes, and they ensure the quality of education. The responsibility of the e-Learning Team, in particular, is to assist students and lecturers in planning and organizing classes, in the scope of learning and teaching methodology, and in terms of information technology used. The Information Systems Centre ensures the availability and reliability of the IT infrastructure used.
16. Supervision over the course of education at the Institute, and the quality of that education is the responsibility of the given Director of the Institute in cooperation with Heads of Departments.
17. The necessary objective that must be met in the didactic process by the lecturer (or another person responsible for the given course/subject) is to enable the achievement of the assumed learning outcomes for the given course/subject.
18. In order to ensure the security of personal data, as well as for identity verification, all communication by e-mail between students, employees and other persons conducting classes takes place only via individually assigned e-mail addresses within the uek.krakow.pl or student.uek.krakow.pl domains.
19. For first-year students of all fields of study, regardless of the mode of conducting classes, it is recommended that meetings should be organised with the supervisors of the given fields of study in order to present the way of studying at the University and the organisation of classes in the summer semester of the academic year 2020/2021.
20. The guidelines for the summer examination session will be conveyed in a separate Regulation.

§2

Student rights and obligations

1. A student participating in classes conducted with the use of distance learning methods and techniques retains all the rights and obligations resulting from the Study Regulations applicable at the University.
2. Each CUE student is required to have an account in the ZOOM platform, set up using the e-mail address from the student.uek.krakow.pl domain and bearing the surname, first name and student record (“indeks”) number according to the formula: Surname First name (123456). The instructions for creating an account are made available to students via the USOS system.
3. In all communications sent by e-mail to CUE employees, the student is required to include the following data: name, surname, student record (“indeks”) number, year of study, field of study and mode of study.
4. The student has the right and the obligation to actively participate in classes conducted with the use of distance learning methods and techniques in accordance with the schedule of classes (available at online), in both synchronous and asynchronous mode.
5. The form and procedure for reporting justified absence and unexcused absence from classes is identical for all courses, regardless of the form in which they are delivered.
6. The student has the right to report a problem or irregularity in the implementation of classes at the Internet address available on the CUE’s e-Platform (Moodle).

§3

Lecturer rights and obligations

1. Each lecturer is required to have an account on the ZOOM platform, set up using the e-mail address from the uek.krakow.pl domain and attached to the university’s administrative account. Detailed information on setting up an account and adding it to the administrative account are made available via the CUE Information Systems Centre website (<https://ci-pomoc.uek.krakow.pl/pl/pracownik/zoom-dla-planu-zajec>).
2. Direct supervision over the correct course of the didactic process for a given subject and the quality of education is exercised by the Head of the Department, and in the case of intercollegiate units – by the Head of the given unit. In order to properly implement the function of monitoring classes, Heads of Departments have the right to access the courses on the CUE’s e-Platform (Moodle), conducted by employees of the Department or an intercollegiate unit. They also may receive access to monitor classes conducted through the ZOOM platform.
3. The lecturer has the right to use the support of the e-Learning Team both in the field of methodology and didactics of conducting classes with the application of distance learning methods and techniques, as well as the IT tools used for this purpose.
4. The lecturer has the right to participate in dedicated training courses conducted by the e-Learning Team. Necessary assistance in the field of methodology and technology of learning with the use of distance learning methods and techniques is available to everyone conducting classes within the “virtual teachers' room” called Café Moodle, administered by the e-Learning Team (<https://e-uczelnia.uek.krakow.pl/course/view.php?id=1518>).
5. The lecturer conducting the given class is obliged to update the information about his/her tutorial/consultation hours in his/her online profile before the start of the semester.
6. The lecturer conducting the course is obliged to implement it in accordance with the current schedule established for these classes as well as to start and end the classes on time (on schedule).
7. During the first class of the given course, at the latest, the teacher is required to notify the students about the rules of participation in the courses and rules for justifying any absences.

8. Materials and teaching aids published by the teacher cannot infringe upon the copyrights of third parties.
9. The lecturer has the right to report a problem related to any difficulties or irregularities related to conducting classes at the Internet address available on the CUE's e-Platform (Moodle).

§4

Online tutorials/consultations

1. Two basic forms of tutorials/consultations are introduced:
 - 1) synchronous, obligatorily conducted with the use of at least one of the following formats:
 - a. the lecturer's availability at the business telephone number or
 - b. in the form of a meeting on the Zoom platform
 - c. in extraordinary circumstances, in person, while maintaining the required sanitary regime if the regulations currently in force allow that,
 - 2) asynchronous (if the given lecturer offers this particular format).
2. The links to the asynchronous tutorials/consultations on the Moodle platform and the links to the synchronous tutorials/consultations on the ZOOM platform are generated by the lecturer conducting the given course, and he/she makes those links available on his/her online profile.
3. For students of part-time (extramural) studies, tutorials/consultations will be held on Fridays after 3.45 p.m., Saturdays, or Sundays.
4. The lecturer is required to reply to the students' e-mails received during the tutorials/consultations within 3 working days. In the absence of a reply, the Student has the right to notify the Head of Department of this fact. In the event of no response within the next 3 working days, the Student has the right to notify the Director of the Institute where he/she is studying.

§5

The evaluation of current achievements (learning outcomes)

1. It is recommended that assessment of current achievements (learning outcomes) should be applied by implementing a system for monitoring and evaluating the student's progress throughout the semester, using practical exercises and individual or group tasks, discussions, projects, mid-term tests, etc.
2. The introduction of a monitoring and assessment system for specific courses must be presented to students during the first classes in the given course, and it requires an appropriate change in the content of the course description sheet.

§6

Implementation of foreign language courses and physical education classes

1. Foreign language courses will be conducted synchronously in accordance with the provisions of §1 section 6 of this Regulation.
2. Physical education classes for first year students of full-time studies and uniform Master studies will be carried out in a hybrid model, under which:
 - 1) no less than 12 teaching hours will be carried out in the form of individual physical exercises, with an option of using online communications, including Moodle platform for reporting,
 - 2) classes conducted with the use of distance learning methods and techniques will be carried out asynchronously, and their total number shall not exceed 18 hours.

3. Classes in the sports sections will be conducted in a stationary (on-campus) format from Monday to Friday from 4.45 p.m. to 9.00 p.m.

§7

Classes at the Children's University and the University of the Third Age

Classes at the University of the Third Age and the Children's University will be conducted using distance learning methods and techniques via the ZOOM platform.

§ 8

The Regulation comes into effect as of the date of issue.

RECTOR

CUE profesor

dr hab. Stanisław Mazur