

REGULATION

**by the Rector of the Cracow University of Economics
No R-0201-63/2020**

of 23 September 2020

on

**the organisation of learning at the Cracow University of Economics in the winter
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), it is ordered as follows:

§1

General provisions

1. In the winter 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 the Announcement by the Rector of the Cracow University of Economics of 24 August 2020; from this Regulation; or from the decision of the Vice-Rector for Education and Students; in particular, in the case of first-year undergraduate students of first-cycle studies and students of uniform Master's studies, practical classes are carried out without the use of distance learning methods and techniques (classes on the campus with direct participation of the lecturer).
3. 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.
4. 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.
5. 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).
6. 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.

7. 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.
8. Classes are carried out in accordance with the class schedule, subdivided into classes conducted without the use of distance learning methods and techniques (that is, in personal contact with the tutor in compliance with the sanitary regime) on premises at the CUE Campus, or using distance learning methods and techniques.
9. 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 4 October 2020.
10. 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 made by the Scheduling Section.
11. The Teaching Department (Scheduling Section) is responsible for generating links to classes on the ZOOM platform.
12. Classes conducted without the use of distance learning methods and techniques are held:
 - 1) for full-time studies: from Monday to Thursday from 8.00 a.m. to 9.00 p.m. and on Fridays from 8.00 a.m. to 4.30 p.m., whereas classes in the Education and Sports Building take place only until 4.30 pm;
 - 2) for part-time studies: on Fridays from 4.45 p.m. to 9.00 p.m. and on Saturdays and Sundays from 8.00 a.m. to 9.00 p.m., excluding the Education and Sports Building (Pavilion S);
 - 3) in the Education and Sports Building (Pavilion S), from Monday to Friday from 4.45 p.m. to 9.00 p.m., and on Saturdays and Sundays from 8.00 a.m. to 9.00 p.m., sports sections and student organizations operate;
 - 4) classes at the UEK facilities at Sienkiewicza street are held from 8.00 a.m. to 9.00 p.m.
13. Classes conducted with the use of distance learning methods and techniques (online classes) are held 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 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 winter semester of the academic year 2020/2021.
20. The guidelines for the winter 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 will be made available to students by 1 October 2020 in 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 planzajec.uek.krakow.pl).
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 will be made available to employees by 1 October 2020.
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. In order to ensure the full efficiency of the IT infrastructure during the administration of a test or an exam, the person conducting that test or exam is obliged to report the date of the test to the Teaching Department (Scheduling Section) at least 14 days in advance.
6. The lecturer conducting the given class is obliged to update the information about his tutorial/consultation hours before the start of the semester.
7. The lecturer conducting the course is obliged to implement it in accordance with the current schedule established for these classes (planzajec.uek.krakow.pl) as well as to start and end the classes on time (on schedule).
8. 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.
9. Materials and teaching aids published by the teacher cannot infringe upon the copyrights of third parties.
10. The lecturer is required to report in the PRK system on the classes he/she has conducted.
11. 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

Tutorials/consultation hours

1. Two basic forms of tutorials/consultations are introduced:
 - 1) synchronous:
 - a. in person, in compliance with the sanitary regime or
 - b. via the lecturer's availability at the business telephone number or
 - c. in the form of a meeting on the Zoom platform and
 - 2) asynchronous (using the Moodle platform).
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 “e-card” web page.
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 is studying.
5. The authorization of the lecturers/instructors to conduct e-consultations/tutorials, which had been acquired before the entry into force of this Regulation, shall remain in force subject to the appropriate written approval by the Head of the Department.

§5

The evaluation of current achievements (learning outcomes)

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. 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 5 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 classes in direct contact with the teacher, in groups according to the classes of students ("dean's groups"), in compliance with the sanitary regime (including in the form of a compulsory walking tour in and around Kraków, carried out in groups according to the classes of students, in compliance with the sanitary regime, and without the need to use public transport),
 - 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 form 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

If the required minimum numbers of people express their interest in participating in classes at the University of the Third Age and the Children's University, these classes 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