

**Announcement No. R.021.1.3.2021 of the Rector of Jan Dlugosz University in Czestochowa of 7 January 2021 on conducting didactic classes and verifying learning outcomes in a hybrid mode at the University's premises or using distance learning technology at Jan Dlugosz University in Czestochowa in the summer semester of the 2020/2021 academic year**

*Pursuant to Article 23(1) and (2)(2) of the Law of 20 July 2018 the Law on Higher Education and Science (i.e. OJ 2020, item 85), Regulation of the Minister of Science and Higher Education on Studies of 27 September 2018 (Journal of Laws of 2018, item 1861, as amended) following the amendments introduced by the Regulation of the Minister of Science and Higher Education of 14 August 2020 amending the Regulation on studies and pursuant to § 24 1-3 of the Statute of Jan Dlugosz University in Czestochowa, it is ordered as follows:*

§ 1

1. In the summer semester of the 2020/2021 academic year, within the first-cycle, second-cycle, master's, doctoral, postgraduate programmes, the Doctoral School and other forms of continuing education, a hybrid form of education is introduced.
2. For most subjects in the fields of education, classes shall be carried out remotely using distance learning technology. In particular cases, classes may be conducted on the University's premises. With the consent of the employer, internships may take place at a company.
3. Due to the epidemic situation, classes are conducted remotely using distance learning technology, regardless of whether this is provided for in the study programme. Ects credits assigned to these classes shall not be included in the limit on the number of ECTS credits that can be obtained through distance learning methods and techniques as defined in the Study Regulations.
4. For fields which meet the training standards for internships, the number of ECTS credits that may be obtained through distance learning may not exceed the number specified in the relevant Regulation.
5. The Directive applies to academic teachers, including persons employed under civil law contracts, students, doctoral students and Polish students, foreign students and doctoral students, and students and doctoral students who are interned at the University.
6. The consultation (office hours) of academic teachers shall be conducted remotely.
7. The units responsible for the educational process and the implementation of hybrid study programmes, including the use of methods and tools of distance learning, are: the Faculties, the Doctoral School, the Foreign Language Study Centre, the Physical Education and Sport Centre and the Centre for Lifelong Learning.
8. Teaching units shall be required to include and continuously update information on the hybrid learning process on their websites.
9. The unit supervising distance learning shall be the Distance Learning Centre, headed by the Director, in cooperation with persons and entities specialising in distance learning.
10. Faculties are required to provide on-line training at the beginning of the semester on the e-nauka.ujd.edu.pl platform on the safety rules applicable to the students and doctoral students, as well as to the University's interns and academic teachers, including those employed under civil law contracts who start their education process from the summer semester. All those who for some reason did not take part in the training in the winter semester have to participate in it at the beginning of the summer semester.

§ 2

1. Based on a request from the Dean of the Faculty, the Head of a teaching unit or the Head of the Doctoral School, the Rector shall give her consent to conduct classes on the University's premises following the opinion of

the Vice-Rector for Student Affairs or the Vice-Rector for Research and International Relations, with the exception referred to in paragraph 3.

2. The application referred to in paragraph 1 shall contain a justification relating in particular to the need of the use of the University's equipment.

3. Introductory classes and a number of regular classes (the number of classes is determined by the dean, the head of the general education unit or the head of the Doctoral School) in the month of March from each subject for students, doctoral students and students who start their first year of studies in the summer semester are held on the University's premises. It is recommended to schedule classes in one-day blocks every two weeks; in justified cases, it is possible to schedule classes in one-day blocks every week.

4. Classes to be held on the University's premises must be scheduled for the student group in the form of blocks of classes. It is recommended to schedule classes in one-day blocks every two weeks for a given student group (for more scheduled classes, it is necessary to agree on schedules with students and doctoral students).

5. Lectures and exercise classes to be held on the University's premises shall be planned in the largest classrooms in order to ensure that students and doctoral students are able to maintain the greatest possible distance during the classes.

6. All classes in the study programme shall be scheduled in the CELCAT system, indicating the rooms only for those classes which will take place on the premises of the University.

7. In the case of classes and meetings which, under the conditions laid down in this Regulation, will take place on the premises of the University, it shall be mandatory to apply all safety procedures at the University in connection with the prevention of COVID-19.

### § 3

1. For distance learning at the University, it is recommended to use the [enauka.ujd.edu.pl](https://enauka.ujd.edu.pl) platform together with its communicator for video conferencing - Big Blue Button. It is possible to use other tools, such as Microsoft Teams, Google Classroom with Google Meet or Zoom, and Skype. It is recommended that all participants turn on the cameras during the meetings.

2. Electronic means are used to contact students and doctoral students, including, in particular, USOSmail at USOSweb.

3. Units shall monitor the form and scope of remote learning tools used by academic teachers.

4. The procedures for ensuring the quality of education in the case of distance learning, forming part of the university's quality assurance system, shall be set out in Annex 1.

### § 4

1. In the case of distance learning, all academic teachers, students and doctoral students shall be required to participate on a permanent basis in remote learning and to use forms of electronic contact.

2. It shall be mandatory to conduct at least 80% of the classes of each subject synchronously in real time using a video conferencing software or real-time chat platform, except for classes conducted in the form of a full e-learning course approved by the unit and placed on the [enauka.ujd.edu.pl](https://enauka.ujd.edu.pl) platform, for which the use of instant messaging is one of the tools of the course, mandatory for at least the first and last classes before completion.

3. In the case of lab classes or workshops during the period of the online course, it is necessary for the academic teacher to conduct classes on the University's premises, if the learning outcomes determine the need of the use of the University's equipment.

4. Real-time instant messaging or real-time chat classes shall be conducted in accordance with the CELCAT timetable.

5. The consent for fewer classes using a videoconferencing communicator shall be granted at the reasoned request of the academic teacher by the dean of the faculty, the head of the teaching unit, the head of postgraduate studies or the head of the Doctoral School.

6. In the case of classes which will not take place in real time using an instant messaging service for video conferences, academic teachers shall be required to contact students and doctoral candidates electronically using selected tools during the scheduled classes in accordance with the CELCAT.

#### § 5

1. In the case of distance learning of first and second-cycle studies, long-cycle master's programmes, doctoral programmes, postgraduate studies and other forms of continuing education, the organisation of the intra-semester verification of the learning outcomes of the programmes referred to in the study programme, such as tests, shall take place outside the premises of the University with the use of information technology. Guidelines on how to verify learning outcomes and conduct remote tests and examinations are set out in Annex 2. Information on the processing of personal data in the case of recording of a test or examination using information technology is given in Annex 3.

2. The credits and examination grades of all subjects shall take place on the University's premises, unless there is a restriction on the possibility of staying in the buildings of the University due to the aggravation of the epidemic situation, issued in a separate announcement. Information about tests and examinations conducted on the University's premises is given to students and doctoral students at the beginning of the classes. The permission to conduct final tests and examinations in a remote mode may be granted only in justified cases by the Dean of the Faculty, the Head of the Teaching Unit or the Head of the Doctoral School respectively.

3. In the event of a restriction on the possibility of staying in the buildings of the University due to the aggravation of the epidemic situation, final tests and examinations shall take place outside the premises of the University with the use of information technology ensuring that their course of conduct is controlled and registered. Guidelines on how to verify learning outcomes and remote tests and examinations are set out in Annex 2. Information on the processing of personal data in the case of recording of a test or examination using information technology is given in Annex 3.

4. Classes and final tests carried out remotely shall be documented and archived by the academic teacher together with the documentation of student activity. On this basis, classes may be completed by an academic teacher and recognised as completed by the Dean, the Head of the Teaching Unit or the Head of the Doctoral School.

5. All activities carried out remotely, accepted and confirmed by the Dean of the Faculty, the Head of the Teaching Unit, the Head of postgraduate studies or the Head of the Doctoral School, shall be recognised in accordance with the planned allocation of teaching activities as set out in the academic teacher's individual teaching card, this shall also apply to classes conducted by persons under civil law contracts.

#### § 6

1. The Regulation shall come into force on the date of the signature with effect from 1 March 2021. In a situation justified by an epidemic, the Regulation may change.

*Rector of Jan Długosz University in Częstochowa  
Prof. dr hab. Anna Wypych-Gawrońska*

## **Annex 1**

### Quality assurance procedures for distance learning

#### **I Distance learning procedures in a teaching unit:**

1. Teaching units shall operate sub-pages in the Didactics tab called Distance Learning.
2. Sub-pages shall contain information intended for students, doctoral candidates, postgraduate students and trainees and course participants on distance learning in specific fields, such as ministerial recommendations, university regulations and unit arrangements.
3. The provision of information to students shall be the responsibility of the representatives of the Dean of Studies or the Deputy Directors of general education units; to doctoral candidates in faculties and doctoral school –the head of doctoral studies and the head of the Doctoral School respectively, to participants of lifelong learning courses – the director of the University Lifelong Learning Centre.
4. The information on remote learning shall be input on websites by persons designated by the Dean, the Head of the Doctoral School or the Director of the Lifelong Learning Centre from among the staff of the unit who are not academic teachers.
5. The sub-pages to distance learning shall be supervised by vice-deans for student affairs, heads of doctoral studies and deputy directors of general education units and, if not appointed, directors of general education units.
6. The process of distance learning shall be supervised by deans of faculties and the vice-rector for student affairs and, in the case of a doctoral school, by the vice-rector for research and international relations.

#### **II. Rules for the preparation and provision of teaching materials:**

1. An academic teacher or other person conducting activities in accordance with the study programme, shall prepare and make available the digital teaching materials necessary for the conduct of distance learning.
2. Teaching materials in digital form, necessary for the conduct of distance learning, are subject to the provisions of copyright, licensing and GDPR.
3. The Distance Learning Centre shall provide support to academic teachers in preparing teaching materials for the distance learning process and creating a basic version of e-courses.
4. Teaching materials as well as feedback on learning progress within each subject shall be made available to learners and received on the enauka.ujd.edu.pl platform, other platforms for remote work or sent to learners and received electronically by e-mail.
5. The Dean's plenipotentiaries for fields of study, the head of the general education units, in consultation with the deans for student affairs, the supervisors of doctoral studies, in the case of the Doctoral School - the Head in consultation with the members of the Board of The Doctoral School, as well as the supervisors of postgraduate studies, monitor the teaching materials prepared by the academic teacher, placed on the enauka.ujd.edu.pl platform, other platforms for remote work or sent to learners by electronic means. At the request of the deans for student affairs, the heads of the general education units, the heads of doctoral studies, the director of the Doctoral School, the heads of postgraduate studies, academic teachers provide access to teaching materials and feedback. Monitoring concerns the quality of materials and how they are made available and aims to provide opportunities to provide all assistance to academics in distance learning and to prevent undesirable occurrences in the distance learning process. Detailed monitoring rules shall be laid down by the teaching bodies.

6. The overall results of the monitoring, together with an analysis of the implementation of distance learning, shall be prepared at the end of the semester by the deans for student affairs or the directors of the university units and given to the Vice-Rector for student affairs and, in the case of a doctoral school, to the Vice-Rector for Research and International Relations.

### **III. Students, doctoral students, postgraduate students, participants in trainings and courses:**

1. The information on the distance learning process in a given field of study shall be made available to students, doctoral candidates, postgraduate students, training and course participants on the website of each teaching unit.

2. The information on the distance learning process within a given subject shall be made available to students, doctoral candidates or postgraduate students, training and course participants by an academic teacher.

3. Students, doctoral students, postgraduate students, training and course participants receive support from the Distance Learning Centre.

4. Students, doctoral students, postgraduate students, participants in trainings and courses shall be required to regularly participate in learning activities organised, using distance learning technology on the principles laid down by the academic teacher in accordance with the Rules of Study, the Rules of Doctoral Studies and the Rules of Postgraduate Studies.

5. Students, doctoral students, postgraduate students, participants in trainings and courses shall be required to perform and adequately report on all tasks defined by the teacher within the individual subjects.

6. In the absence of synchronous classes, the student, doctoral student, postgraduate student or trainee of the training or courses shall have access to educational content for offline use in accordance with the rules set by the academic teacher, or the teacher may recommend another form of doing so.

### **IV. Academic teachers**

1. The academic teacher shall be required to prepare the relevant teaching materials necessary to obtain, attributable to the subject, learning outcomes which have not been achieved by educating in direct contact with students, doctoral candidates, postgraduate students or participants in training or courses.

2. The academic teacher shall be required to develop and make available to all students, doctoral candidates, learners and participants a description of the intended learning outcomes and the methods and criteria for their verification if, as a result of the use of distance learning technology, there have been any changes in this area in the syllabus.

3. The academic teacher shall be required to provide students, doctoral students, learners and participants with an accurate lesson plan in the context of distance learning.

4. In case a distance learning process only is carried out, the academic teacher shall be required to prepare such activities and teaching materials as to ensure that each student, doctoral student, learner or participant is given a workload according to the number of hours assigned to the subject, study plan and programme.

5. The academic teacher shall be required to regularly monitor and document the learning process of students, doctoral students and postgraduate students and participants in training and courses. The documentation should reliably confirm the regularity of contacts and interactions with students, doctoral students and learners.

6. The academic teacher shall be required to design a process for the remote learning of students, doctoral students or postgraduate students and trainees and course participants which ensures a workload equal to the ECTS credits assigned to the subject.

7. An academic or other person authorised to teach shall have the right to autonomy in the selection of tools to support the learning of students, doctoral students and postgraduate students and participants in distance training and courses, taking into account the possibility of implementing learning outcomes.

8. The academic teacher shall be required to collect teaching materials and feedback, both in the case of conducting classes on the enauka.ujd.edu.pl platform or on another electronic platform and in the case of the use of e-mail. In the latter case, the teacher is obliged to archiving teaching materials and feedback in the form of electronic files on data media.

9. The academic teacher shall be supported in the implementation of methods, tools and techniques for distance learning in teaching units, including the use of a communicator for videoconferencing on the premises of the University, and in the Distance Learning Centre.

#### **V. Progressive (formative) and summary (summative) assessment of distance learning outcomes**

1. For learning outcomes for a subject conducted in a remote way, the academic teacher shall specify the methods and criteria for their verification.

2. The implementation of learning outcomes within subjects shall be subject to a progressive (formative) assessment and a summary (summative) assessment.

3. The academic teacher shall provide students, doctoral candidates, learners and participants with feedback on their learning progress on a regular basis.

4. The university's remote learning platform enauka.ujd.edu.pl, other platforms or other electronic communication tools shall be used to provide feedback on learning progress.

5. The teacher shall set an online consultation date for students, doctoral students, postgraduate students and training and course participants in accordance with the usual consultation dates. During the consultation, remote learners can contact the academic teacher via a communicator tool or e-mail specified by the teacher.

6. All activities related to monitoring the learning process of students, doctoral students or postgraduate students and participants in training and courses and providing feedback shall be recorded on the university's enauka.ujd.edu.pl platform or archived individually by academic teachers on data media.

#### **VI. ECTS credits and validation (recognition) of formal learning outcomes in distance learning mode**

1. The number of ECTS credits assigned to a specific subject in the ongoing study programme shall be maintained.

2. The ECTS shall correspond to 25 to 30 hours of work by the student, doctoral student or learner, including classes using distance learning technology, organised by the teaching units and their individual work related to those activities.

3. It shall be compulsory to obtain a credit from all activities conducted using distance learning technology as defined in the semester plan of study of a student, doctoral student, postgraduate student or training and course participant and it is subject to settlement in accordance with the rules set out in the Regulations of Studies, The Rules of Doctoral Studies, the Rules of the Doctoral School and the Regulations of Postgraduate Studies.

## **Annex 2**

Guidelines on how to verify the learning outcomes identified in the study programme with the use of information technology

### **I. Information technology**

1. The following programmes shall be recommended to verify the learning outcomes achieved using information technology: 1) enauka.ujd.edu.pl, 2) Microsoft Office365 (in particular MS Teams), 3) Google Meet, 4) Google Classroom, 5) Skype 6) ZOOM.

2. Technical support in the case of preparation of assessments and examinations conducted outside the premises of the University using information technology shall be provided by the Distance Learning Centre and the Team of Information Systems and Didactics Services.

3. In the case of adaptation of an examination or a test to the needs of persons with disabilities, information technology adapted to the needs of persons with disabilities shall be used in accordance with the recommendations of the JDU Disability Support Representative.

4. The dean or vice-dean for student affairs shall supervise the correct conduct of the assessments and examinations using information technology and, in the case of university units carrying out teaching activities, the director or his/her deputy.

### **II. Carrying out final credits and examinations and other forms of verification of learning outcomes, oral and written in a given subject:**

1) the teacher needs to verify the identity of all students, including the log-in to the internal mail of the ujd.edu.pl, st.ujd.edu.pl or on the enauka.ujd.edu.pl; taking into account the possibility for the person to make a declaration of self-performance of the final test or examination;

2) the number of students taking a test/exam should be adapted to the information technology used; in the case of a final test or oral examination, webcams must remain on, both the examiner's or members' of the examination board and the person's taking the test / examination for the duration of the test or examination; in the case of recording a test or examination, the examinee should be informed by the examiner of the protection of personal data in accordance with the model information annex 3 to this announcement or there should a recorded statement by the person who is aware of the information regarding the protection of personal data;

3) in the event of irregularities in the course of the pass or examination, the examiner, after the prior admonition of the student, doctoral student or learner committing the infringement, may order the interruption of the pass or examination to that person;

4) in the event of interruption of a final test or examination for reasons beyond the control of the student, doctoral student or examiner, where it is not possible to resume the test or examination, the test or examination shall be repeated at another time;

5) in case the final test or examination is recorded in the form of a recording, it shall be kept for a minimum period of 14 days from the date of completion or examination (in the case of passes or written examinations conducted on the enauka.ujd.edu.pl platform, the results shall be archived on the platform) or until a written pass or examination record has been drawn up; it is up to the examiner to delete the recording;

6) other forms of the verification of learning outcomes (e.g. colloquia and tests) which will be carried out using IT tools may be carried out in oral or written form with the assurance of the control and confirmation of carrying out that verification.

### **III. Conducting a diploma or final examination in the case of postgraduate studies, trainings or courses:**

1) if the diploma exam or final examination in the case of postgraduate studies, trainings or courses is conducted remotely using the tools of distance learning, it will be a synchronous online contact in which the graduate student and the examination board participate in the examination at the same time, but in different places.

2) the diploma or final examination may be conducted by videoconference, internet conference, remote learning platform and other synchronous group work tools,

3) the dean or director of the general education unit shall determine, in agreement with the supervisor, reviewer and examinee the information technology program which will be used during the examination (a person who is not a member of the examination board, from among the employees of the unit serving the technical support committee may be admitted by the dean or director during the examination);

4) in order to take the examination, the examinee must:

- have a device that supports the selected information technology platform/program, be equipped with a camera and microphone, and have access to an Internet network ensuring the quality of the audio and video transmission, webcams with both the members of the examination board and the examinee must remain on for the duration of the examination,

- prepare the room in which the examination will be taken in such a way that no other person is present, there are no other multimedia devices (in particular telephones, tablets, etc.) with the exception of the device through which the examination will be conducted (the presence of other persons in the room is permitted, provided that this is due to the conditions for adapting the diploma exam to the needs of persons with disabilities, while respecting the safety conditions associated with an epidemic or epidemic condition);

5) the examination board should verify the personal data of the student taking the diploma examination, as well as the postgraduate student or the trainee of the training or final examination course;

6) before the start of the examination, the board shall inform the examinee of the rules for conducting the examination, including the examinee being informed of the processing of personal data in accordance with the model information annexed to Annex 3 to this announcement, or a statement by the person who is aware of the information relating to the protection of personal data should be recorded;

7) the examination board shall have the right to verify the conditions relating to the premises referred to in paragraph 4 in which the examinee is; the examinee's failure to comply with the conditions to be met by the room shall have the effect of suspending the start of the examination. The examinee is obliged to bring the room to a state in accordance with the guidelines of the board. In the event of refusal or inability to comply with the requirements laid down by the board, the examination shall not be conducted. The dean or head of the university unit shall set an additional examination date in agreement with the head of the board and the examinee;

8) during the course of the examination, the examinee is obliged to share audio and video (it is not permissible to turn off the camera and turn off or mute the microphone) and to be continuously in the camera frame. At the request of the board, the student is obliged to make the screen of their device available, provided that the IT technology used provides such functionality;

9) the board's finding of a breach of the test conditions resulting from a culpable person's actions results in the interruption of the examination; the dean or head of the university unit shall set a second examination date;

10) in the event of a termination or an inadequate connection between the examinee and all the members of the board during the examination, resulting from a situation independent of the student or members of the board, an attempt should be made immediately to resume the connection; if it is not possible to resume the call, the examination shall be repeated on a different day;

11) after the examination has been conducted and the assessment of the examination has been established, the examinee must be informed without delay of the outcome of the examination through the means of information technology;

12) the examination is recorded by the unit, recording of the course of the exam shall be kept for at least 6 months; the obligation to delete the recording belongs to the dean's staff appointed by the dean or employee of the general education unit designated by the head;

13) at the end of the diploma process, the board shall draw up a minutes of the diploma examination or final examination; the minutes are signed as soon as possible by all members of the examination board;

14) any regulations regarding the diploma process comply with the internal regulations in force in the University and its units.

### **Annex 3**

#### **Information on the protection of personal data in the case of recording a final test or examination using information technology ensuring the control of their course of conduct and registration**

Jan Dlugosz University in Czestochowa, Waszyngtona 4/8, 42- 200 Częstochowa, the administrator of your personal data, informs that, in connection with the prevention of COVID-19, your personal data processed for the purpose of carrying out the educational process, on the basis of a provision of law or for the performance of a contract (in the case of trainings, courses), will now be processed in the case of recordings of credit and examinations using information technology providing control of their course and registration. The data may be processed using the following information technologies: 1) enauka.ujd.edu.pl platform, 2) Microsoft Office365 (in particular MS Teams), 3) Google Meet, 4) Google Classroom, 5) Skype 6) ZOOM. Accordingly, your personal data will be transferred to third parties (with the exception of the enauka.ujd.edu.pl platform) that are providers of the aforementioned information technology to the extent necessary to carry out the learning process, such as taking a final test or examination. Recordings of recorded tests and exams will be stored for a period of 14 days for tests and examinations taking place during the semester or 6 months in the case of a diploma exam or final exam. You have the right, where appropriate, to access the recordings and the right to lodge a complaint with the President of the Office for Personal Data Protection when you consider that the processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016.