

**Announcement no. 3/2020
of the Dean of the Faculty of Letters
of the University of Wrocław
of 4 May 2020**

**on the manner of organising teaching activities (after 4 May 2020), holding an
examination session and administering diploma examinations**

**at the Faculty of Letters
in the summer semester of the academic year 2019/2020**

In connection with the Act on Specific Support Instruments related to the Spread of SARS-CoV-2 virus of 16 April 2020, the Regulation of the Minister of Science and Higher Education on the Temporary Restriction of the Operation of Certain Higher Education System and Science Institutions in connection with Preventing, Counteracting and Combating COVID-19 of 23 March 2020 (as amended), the Recommendations of the Ministry of Science and Higher Education Concerning Education Organised by means of Distance Learning Methods and Techniques, the Recommendations of the Ministry of Science and Higher Education Concerning the Organisation of Internships within First-Cycle, Second-Cycle and One-Tier Master's Degree Studies as well as Regulation no. 29/2020 of the Rector of the University of Wrocław of 11 March 2020 on Preventing the Spread of COVID-19 among the Community Members of the University of Wrocław (as amended), I hereby determine as follows:

1. Teaching activities carried out in whole or in part in the remote form (synchronously or asynchronously) may be carried out regardless of whether such form is provided for in the study programme.
2. In the case of the whole or part of the classes being conducted after 18 March 2020 in the remote form, it is allowed to adjust the conditions of obtaining credits for the courses to the changed form of the classes. Changes to the conditions of obtaining credits shall be introduced by course instructors (course coordinators) to the course syllabi after the approval by the education quality committee/team functioning in a given institute/chair and with the consent of a relevant deputy head for teaching/programme matters.
3. Teachers who conduct part or all of their classes in the remote form are required to provide students with the conditions for completing their courses and the (remote or traditional or mixed) manner of administering final examinations by 1 June 2020 (in case the teaching activities at the University of Wrocław organised in direct contact with the academic teacher in the classroom are further suspended). Changing the form of obtaining the credit for the course, provided for in the study programme, including the change from the examination to the final test and *vice versa* is not allowed.
4. The teaching activities referred to in point 1 shall not be subject to the limitations on the number of ECTS credits which may be obtained in the course of distance learning using the methods and techniques of distance learning specified in the study programme.
5. Classes conducted by the Foreign Languages Centre, the Centre for Physical Education and Sport and other organisational units of the University of Wrocław (including other faculties) are conducted under the rules announced by them. The mode of obtaining credits for such classes after the summer semester of 2019/2020 is announced by the above-mentioned organisational units.

6. Classes which are organised in the remote form after 18 March 2020 following the order announced on the websites of institutes and chairs may be conducted in this form until the resumption of classes conducted at the University of Warsaw in the previous manner (*i.e.* in direct contact with the academic teacher in the classroom). Students who will not be able to continue classes in the manner followed before the suspension of classes, with the Dean's consent, will also be able to participate in classes within the individual study organisation (IOS) mode in the remote form.
In the examination and examination re-take sessions, in justified situations, final tests or examinations may be administered in the remote form. The consent to the use of this form shall be given by the institute director/chair head for teaching or by the authorised head of the department responsible for the course. In such a situation, final tests and examinations shall be recorded and archived by the academic teachers administering tests or examiners after obtaining the consent of the test-/examination-taking person which is a necessary condition for the use of the remote form.
7. When organising classes in the remote form, the teacher is obliged to secure and archive the teaching materials and documentation of the course in such a way that it is possible to verify the learning outcomes achieved by its participants.
8. The teachers conducting classes, organising final tests, examinations and diploma exams in the remote form are advised to take the technical limitations of the participants of classes/examinations into account. In the case of technical limitations that prevent the student from participating in classes or taking tests and examinations remotely, the class participant or examination board member is obliged to immediately report this to the class teacher or examination board chairperson and to agree with the class teacher/examiner or examination board chairperson on other forms of obtaining credits for the course or participating in the examination.
9. Teaching activities conducted in the remote form (in case returning to conducting classes in direct contact with the instructor in the room is impossible) will be accounted for as specified in the document on the allocation of hours for the summer semester of 2019/2020 provided for in the academic teacher's individual load sheet on condition that the subject units of the course are completed and the participants may achieve all the learning outcomes specified for a given course.
10. If the student is unable to complete a professional and/or teaching internship, the dean may, at the request of relevant internship supervisor, decide to shorten the duration of the internship, specifying a different way of achieving the assumed learning outcomes or decide to recognise the course of the previous internship and the manner of supplementing the previously unachieved learning outcomes (resulting from the syllabus of the placement). The application for this procedure shall be submitted by 1 June 2020.
11. Unless the regulations of authorities of the University of Wrocław state otherwise, classes of the summer semester of 2019/2020, which will not be carried out in part or whole in the remote form, may be completed in a condensed way until the end of the teaching period, *i.e.* until 21 June 2020. (or, accordingly, until the end of the period of classes scheduled for part-time studies). The mode and schedule of such classes shall be determined by the institute directors/chair heads (in the case of the classes conducted in direct contact with the academic teacher in the classroom after 24 May 2020).
In case the teaching activities in the remote form are continued until the end of the summer semester, it is possible to re-schedule the untaught courses to the academic year 2020/2021. Appropriate resolutions on the re-scheduling of classes will be adopted by the Council of Faculty of Letters at the request of the faculty units.
12. In justified cases, the Council of the Faculty of Letters may decide to re-schedule the final tests and exams from the examination session to the re-take examination session,

maintaining the first date of the final test/examination. Appropriate resolutions on postponing the date for passing the classes/examinations will be adopted by the Council of the Faculty of Letters at the request of the faculty units.

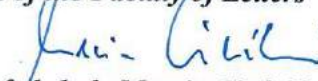
13. The academic teachers are advised to hold remote office hours (until 24 May 2020 or until the end of the period of the suspension of classes in direct contact with the academic teacher in the classroom), as results from the needs reported to academic teachers during ongoing contacts with students.
14. In consultation with department heads, institute directors/chair heads shall decide on the necessary inspection of the classes if this did not take place before 11 March 2020. In the case of remote classes conducted in the synchronous form, the inspecting person is granted access, for the duration of the inspection, to the software in which the classes are conducted (all participants of the classes shall be notified of this). Classes conducted in an asynchronous form (e.g. mailing, reading and evaluation of written assignments sent by students) are inspected based on the evaluation of the outline of one class, which is accompanied by a copy (scan, photocopy) of selected students' written assignments (corresponding to different tasks) with their evaluation and the justification for such evaluation. Based on the materials submitted, the inspecting person assesses the classes following the rules adopted at the Faculty of Letters.
15. The organisation of diploma examinations shall be suspended until 24 May 2020.
16. In case the organisation of teaching activities in the remote form after 24 May 2020 is prolonged, diploma examinations will be organised in the remote form, using Microsoft TEAMS or Skype for Business, with the direct broadcast of video and audio and with the obligatory registration of the examination course. The applications for diploma examinations shall be sent by diploma paper supervisors (scan with the original signature) to the relevant Dean's Office.

In the situations justified by the student's circumstances (including the impossibility of personal appearance due to living abroad), it is allowed to administer the diploma examination in the remote form. The consent to this procedure shall be given by the respective deputy dean based on the opinion of the institute director/chair head for teaching. Such an opinion should be attached to the *Application for thesis defence* (APD document).

Detailed rules for administering diploma examinations in the remote form shall be provided in a separate announcement.

The regulations contained in this Announcement are in force from the date of signing it, on the dates presented herein and under the conditions specified herein.

Dean of the Faculty of Letters


prof. dr hab. Marcin Cieński