



**Rector Ordinance 433/2019/2020  
of March 19<sup>th</sup>, 2020**

**pursuant to guidelines concerning the organization of teaching at Adam Mickiewicz  
University, Poznan at the time of the threat of COVID-19 infection**

Pursuant to art. 23, para 2, point 2 of the Law of July 20<sup>th</sup>, 2018 – the Law on Higher Education and Science (Journal of Law from 2020, item 85) in connection with the law on detailed provisions concerning prevention, counteractions and combating COVID-19 and other infectious diseases and critical situations resulting from thereof (Journal of Law from 2020, item 374 and in connection with AMU Rector's Ordinance 431/2019/2020 of March 11<sup>th</sup>, 2020 on counteracting the spread of the COVID-19 virus among the Adam Mickiewicz University community I decree the following:

§ 1

1. As teaching for students, Ph.D. students and students of doctoral study schools has been suspended, deans, associate campus directors, directors of university-wide units, directors of doctoral study schools, directors of special study schools and directors of Ph.D. schools are obliged to introduce measures enabling academic teachers to use remote teaching methods and techniques when teaching in the remote mode, hereinafter referred to as remote teaching or remote mode teaching, and to provide support for academic teachers in this respect.
2. The academic teacher makes their autonomous decision to teach in the form referred to in para 1, after having analyzed the specificity of the type of class (a lecture, a drill or lab class or a dialog session etc.), the availability of appropriate equipment for remote teaching (computer hardware and network infrastructure) and the teacher's own skills to prepare and conduct classes in the remote mode of teaching.
3. Having made the decision to use remote teaching and obtained the permission to use this form of teaching in accordance with § 2, para 1, academic teachers shall inform students about it without delay.

§ 2

1. Teaching referred to in § 1 is permitted in undergraduate and associated studies as well as in combined undergraduate and associated studies only on condition of obtaining the permission from deans, directors of associate campuses, directors of university-wide studies and in the case of doctoral students from the Vice-Rector managing the AMU Doctoral Study School.
2. The academic teacher shall be responsible for maintaining the class record of classes taught in the remote mode in accordance with the attachment to this Ordinance.
3. All classes taught in the remote mode, approved and confirmed by deans, directors of associate campuses, directors of university-wide units or the Vice-Rector managing the AMU Doctoral Study School shall be reconciled according to the original teaching load established in the academic teacher's individual teaching load document, except for § 5.
4. After the end of the teaching suspension period, all individuals referred to in para 1, shall be responsible for the collection of information, checking and confirmation of the data contained in the class records referred to in para 2.



§ 3

1. Students having appropriate technical equipment shall declare their participation in classes taught in the remote mode at the time indicated by the academic teachers.
2. Should at least two thirds of the students of the particular class declare their participation in classes taught in the remote mode, remote teaching of the particular class becomes binding except for para 3.
3. Students who have not declared their participation in classes taught in the remote mode referred to in para 2 shall make up for their unattended classes at a later time in accordance with rules applied to student individual study programs.
4. Classes are taught traditionally after the suspension of teaching period in cases when:
  - 1) teaching in the remote mode is impossible;
  - 2) the academic teacher has not made a decision to teach in the remote mode;
  - 3) more than one third of students assigned to a particular class have not declared to participate in classes taught in the remote mode.

§ 4

In order to support academic teachers in their preparation to use remote teaching, the following instruments are offered to the AMU community:

- 1) Remote Teaching Center's recommendations on remote teaching;
- 2) infrastructure supporting remote teaching.

§ 5

Classes taught in the remote mode as of March 11<sup>th</sup>, 2020 in connection with Rector's Ordinance 431/2019/2020 of March 11<sup>th</sup>, 2020 on counteracting the spread of the COVID-19 virus among the AMU community shall be considered as part of the academic teacher's teaching load on condition of entering these classes in the class record and their subsequent confirmation as stipulated in § 2.

§ 6

The Ordinance becomes effective as of the date of signature and shall remain in effect until rescinded.

Professor Andrzej Lesicki, Ph.D. D.Litt.

Rector

Adam Mickiewicz University, Poznan