



**Regulation No 455/2019/2020**  
**Rector of Adam Mickiewicz University, Poznań**  
**23 May 2020**  
**on the operation of the University in conditions related to the preventing, countering**  
**and combating of COVID-19 effective as of 1 June 2020**

Pursuant to Article 23 section 2 item 2 of the Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2020, item 85, consolidated text, as amended) and Article 79 section 7 of the Act of 16 April 2020 on special support instruments in connection with the spread of SARS-CoV-2 virus (Journal of Laws of 2020, item 695), in connection with the Act of 2 March 2020 on special solutions related to the preventing, countering and combating of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws of 2020, item 374, as amended) and the Regulation of the Minister of Science and Higher Education on temporary restrictions applicable to the operation of some entities of the system of higher education and science in connection with the preventing, countering and combating of COVID-19 of 23 March 2020 (Journal of Laws of 2020, item 511 as amended), and of 21 May 2020 (Journal of Laws of 2020, item 911), it is hereby ordered as follows:

§1

1. The organisation of the academic year 2019/2020 as defined in the Rector's Regulation No. 294/2018/2019 of 8 April 2019 on the organisation of the academic year 2019/2020 is amended as follows:
  - 1) the second (summer) semester classes shall start on 24 February and end on 15 July 2020 and, following summer holidays, shall restart on 1 September and end on 30 September 2020;
  - 2) summer holidays shall start on 16 July and end on 31 August 2020;
  - 3) the summer examination session (including retake examinations) shall start on 1 June and ends on 30 September 2020
2. The examination session organized at the time specified in section 1 subsection 3 coincides with the period of teaching in the summer semester referred to in section 1, subsection 1, which means that after all the classes of a given course have been completed the teacher conducting these classes, in consultation with students, may set a deadline for the completion of a course or an examination. The decision on the deadline requires the approval of the Dean.

§2

1. From 1 June 2020 to 30 September 2020 classes taught to students, students of doctoral schools, participants in doctoral studies and students of post-diploma studies and further education classes are all conducted remotely using distance learning methods and techniques, including the use of infrastructure and software to ensure

- synchronous and asynchronous interaction between students and teachers (remote teaching and learning).
2. Remote teaching and learning as defined in section 1 shall not apply to:
    - 1) classes taught to students in the last year of first-cycle studies, the last year of second-cycle studies, and the last year of a single cycle five-year master's degree programme;
    - 2) classes which cannot be taught remotely, in particular those which require access to laboratory infrastructure, including classes taught to doctoral students
      - if, pursuant to the procedure laid down in section 1, such classes have been identified as classes which cannot be taught remotely.
  3. Relevant decisions with respect to the mode of teaching classes referred to in section 2 shall be made by:
    - 1) in the case of classes taught to students the decision shall be made by the dean in consultation with the vice-rector in charge of the relevant School (*szkoła dziedzinowa*), and, in the case of classes taught at a general academic centre (*jednostka ogólnouczelniana*) the decision shall be made by the head of the general academic centre in consultation with the vice-rector for student affairs;
    - 2) in the case of classes taught to doctoral students at doctoral schools the decision shall be made by the head of the doctoral school of the School (*szkoła dziedzinowa*) in consultation with the vice-rector responsible for the Doctoral School of Adam Mickiewicz University;
    - 3) in the case of classes taught to participants of doctoral studies the decision shall be made by the head of the doctoral programme in consultation with the vice-rector responsible for the Doctoral School of Adam Mickiewicz University;
    - 4) in the case of classes taught to participants of post-diploma studies or further education courses the decision shall be made by the head of a postgraduate programme or a further education course in consultation with the competent dean.
  4. In the case of classes which cannot be taught remotely, the relevant decision must take into account the requirement to complete a degree programme of the last year of first-cycle programmes, the last year of second-cycle programmes, the last year of a single five year master's degree programmes, and classes whose completion is a condition for the completion of a doctoral programme.
  5. The operation of Student Offices is reinstated to the necessary extent and within the scope defined in section 2. This provision shall apply accordingly to doctoral students in doctoral schools, participants of doctoral programmes and students of post-diploma studies and further education courses.
  6. After the dean has verified that it is reasonable and advisable that students should take part in work placement and fieldwork, work placement and fieldwork may be pursued by the students on condition that provisions of §10 are strictly observed.

§3

1. Remote teaching and learning shall be provided according to the following rules:
  - 1) the University provides appropriate software and recommendations of the Distance Learning Support Centre in order to support academic teachers in conducting remote teaching and learning;
  - 2) the Dean, the director of a branch, the director of a general academic centre (*jednostka ogólnouczelniana*), the head of a doctoral school of the School (*szkółka dziedzinowa*), the head of a doctoral programme and the head of post-diploma studies or further education courses, respectively, shall:
    - a) enable academic staff to provide remote teaching and learning,
    - b) collect, check and confirm the classes conducted as part of remote teaching and learning;
  - 3) an academic teacher shall make an independent decision on remote teaching and learning after an analysis of the specific nature of the classes conducted and the technical possibilities available;
  - 4) before academic teachers begin remote teaching and learning they must obtain the consent of the Dean, the head of a branch, the head of a general academic centre, the head of post-diploma studies or a further education course, and in the case of doctoral students academic teachers must obtain the consent of the head of a doctoral school of the School (*szkółka dziedzinowa*) or the head of a doctoral programme, respectively, which said consent will be made in consultation with the vice-rector in charge of the Doctoral School of Adam Mickiewicz University;
  - 5) after obtaining the consent referred to in section 4, academic teachers shall immediately inform students via USOS about remote teaching and learning and will set a deadline for the submission of a declaration of participation in classes taught remotely;
  - 6) academic teachers shall keep a record of the attendance of students and doctoral students participating in the classes defined in §2, section 2;
  - 7) academic teachers shall be responsible for keeping records of classes taught remotely in accordance with the template laid down in an appendix to the Regulation;
  - 8) all classes provided as part of remote teaching and learning shall be accounted for, after confirmation of their completion by the dean, the head of a branch, the head of a general academic centre, the head of post-diploma studies or a further education course, and the head of the doctoral school of the School (*szkółka dziedzinowa*) or the head of the doctoral programme, as appropriate, in accordance with the originally planned allocation of classes as laid down in an individual teaching load sheet for academic staff.
2. Academic teachers shall provide students with the opportunity to consult with them remotely in a form agreed upon with students.

3. A student may declare participation in remotely taught classes within the time limit set by an academic teacher in accordance with section 1, subsection 5.
4. In the situation when at least 2/3 of students assigned to a given course declare participation in remote teaching and learning, this form becomes binding for the completion of these classes. Students who have not made such a declaration shall conduct classes according to the principles corresponding to the individual organisation of their studies.
5. If an academic teacher has not made a decision on remote teaching and learning or has not obtained a declaration specified in section 4, classes shall be provided in the academic year 2020/2021.
6. In the case of distance teaching and learning at post-diploma studies or further education courses, the following rules shall also be observed:
  - 1) if at least 80% of students declare participation in distance teaching and learning within the scope indicated by the head of post-diploma studies or a further education course, the head of the programme may decide that this form shall become obligatory for the provision of such classes;
  - 2) students who have not declared their participation in classes taught remotely may complete classes in the manner agreed with the head of the post-diploma studies or a further education course.

#### §4

1. The Dean or the director of a branch shall set a deadline for the payment of fees for educational services by students in the last year of first-cycle studies, the last year of second-cycle studies, and the last year of a single cycle five-year master's degree programme, taking into account the date of the diploma examination.
2. At the request of the dean or the head of a branch, the rector may reduce the fees set forth in section 1, taking into account the scope and manner of conducting remote teaching and learning.
3. By 31 August 2020 the Dean or the head of a branch shall set the date by which students may pay fees other than those specified in section 1, including fees paid by foreigners. The provision of sections 1-2 shall apply accordingly.

#### §5

1. Until 30 September 2020, university employees shall carry out their duties remotely, with the exception of those necessary to ensure the continuous operation of the University under the conditions laid down in this Regulation.
2. The rules for the provision of work by academic staff and non-academic staff specified in this Regulation may be repealed or amended by the Rector in connection with relevant decisions of state administration bodies.

§6

1. Academic teachers shall provide work remotely until the end of the academic year 2019/2020.
2. The provision of section 1 shall not apply to academic staff performing the teaching duties defined in §2, section 2.
3. After obtaining the consent of the Dean or the head of a general academic centre (*jednostka ogólnouczelniana*), academic teachers may provide teaching other than defined in section 2, and may conduct research and perform organizational work.
4. Decisions concerning the access of staff and doctoral students to the laboratory infrastructure operating at a faculty or other organizational unit shall be made by the dean or the head of such unit.
5. Academic staff shall take leave of absence, taking into account the period of absence from classes indicated in §1, section 1, subsection 2.
6. The use of leave of absence other than that specified in section 5 shall require the consent of the dean.

§7

1. Employees employed in administrative positions are allowed to work remotely, and, regardless of the obligation to work remotely:
  - 1) unit managers and their deputies are obliged to provide work in the place indicated in the employment contract on work days from 8 a.m. to 2 p.m;
  - 2) other employees are obliged to provide work in the place indicated in the contract of employment every second work day from 8.00 a.m. to 2.00 p.m. or at least half the working time.
2. The Chancellor or the head of a given organizational unit of the University, with the consent of the Chancellor, may determine a different method of rendering work than that indicated in section 1 for all, some or individual employees employed in administrative positions. The determination of a different method shall be made for a fixed period of time and may be recalled by the Chancellor at any time.
3. The managers of the buildings are obliged to organize the work of the service (maintenance) employees in a manner ensuring undisturbed functioning of the facility, maintaining safety and housekeeping principles.
4. The head of the organizational unit of the University, with the consent of the vice-rector for general affairs, shall determine the manner in which the work is to be performed by the research and technical, engineering and technical staff, IT staff, library staff, scientific documentation and information staff and the staff of the publishing house.
5. The determination of the manner in which work is performed in accordance with section 4 may be revoked at any time by the vice-rector for general affairs.

§8

1. Until the end of the academic year 2019/2020:
  - 1) all conferences and events organised by the University in a non-remote mode are cancelled;
  - 2) business trips abroad are suspended;
  - 3) the participation of staff, doctoral students and students in conferences organised by means other than a remote mode is suspended;
  - 4) visits of foreign guests to the University are suspended;
  - 5) the accommodation of new persons in student halls of residence is suspended, subject to §9, section 1;
  - 6) the operation and rental of sports facilities is suspended until further notice.
2. International mobility may be restarted after appropriate decisions of state administration bodies have been issued.
3. The rules in force prior to the introduction of restrictions relating to the preventing, countering and combating of COVID-19 shall be reinstated for the settlement of advance payments, domestic and foreign missions.
4. The electronic circulation of documents and accounting records shall be maintained using the Electronic Documentation Management system referred to in the Rector's Regulation No. 440/2019/2020. Original invoices shall be delivered to the Bursar's Office within 30 days from the date of submission of the electronic version.

§9

1. Students and doctoral students shall be allowed to stay in a student halls of residence of the University in the period from 1 June 2020 to 30 September 2020 in accordance with the following rules:
  - 1) persons entitled to accommodation are exclusively students and doctoral students participating in classes specified in §2, section 2; accommodation shall be provided for the duration of the course;
  - 2) a student or doctoral student shall be accommodated in a student hall of residence of the University at the request of the person concerned, on the basis of the consent of the Chancellor granted after obtaining an opinion of the competent dean, the head of a branch, the head of a doctoral school or the head of a doctoral programme.
2. Visits to the student hall of residence by outside guests are prohibited.
3. Students and doctoral students who have not obtained accommodation in a student hall of residence in accordance with section 1 shall be obliged to collect their belongings brought to the student hall of residence by 30 June 2020. Receipt shall be made according to the rules laid down by the head of the student hall of residence.

§10

1. All actions shall be taken in accordance with applicable laws, including decisions, recommendations and guidelines of the State Sanitary Inspection authorities.
2. The activities referred to in section 1 shall also take into account the recommendations of the Ministry of Science and Higher Education with regard to environmental guidelines in connection with the partial restoration of the operation of higher education institutions.

§11

1. The Chancellor shall issue binding guidelines related to meeting the requirements specified in §10.
2. In particular, the Chancellor shall determine:
  - 1) the requirements related to the adaptation of the University facilities to make the teaching rooms and other rooms available in connection with the execution of the Regulation;
  - 2) the frequency of cleaning and disinfection of the University buildings, their elements, teaching rooms, sanitary facilities and equipment;
  - 3) the method of placing viral disinfectants in the University buildings.
3. The Chancellor, in consultation with the Rector, shall determine the procedures to be followed in the event of COVID-19 disease symptoms exhibited by students, doctoral students and employees.

§12

1. The Dean and the branch director shall organize classes in the buildings of the unit managed by them in accordance with the Chancellor's guidelines; to that end they will determine the number of groups, the methods preventing the possibility of congregation, the use of personal protective equipment, and the operation of catering facilities.
2. The classes which are not taught remotely may only be attended by persons who do not show signs of upper respiratory tract infection (fever, coughing, and/or muscle pain).

§13

1. The actions taken on the basis of the provisions stipulated in:
  - 1) Rector's Regulation Rector No 431/2019/2020 of 11 March 2020 on countering the spread of COVID-19 virus among members of the community of Adam Mickiewicz University, Poznań;
  - 2) Rector's Regulation No 433/2019/2020 of 19 March 2020 on guidelines for the organisation of teaching and learning at Adam Mickiewicz University, Poznań during the period of risk of COVID-19 infection



- including decisions on undertaking remote teaching and learning, granting permission to conduct remote teaching and learning and submission of declarations on participation in remote teaching learning shall remain in force.

§14

1. The rules for the verification of the achieved learning outcomes as defined in the curriculum, in particular the conduct of credit and final examinations for the completion of specific classes and diploma examinations, outside the seat of a higher education institution or a branch of a higher education institution using information technology ensuring control of the course of study and registration shall be laid down in a separate regulation.
2. A communication from the rector shall specify:
  - 1) the deadlines for the submission of applications for grants and the allocation of a place in a student hall of residence for the academic year 2020/2021;
  - 2) the possibility of extending doctoral programmes for students in the final year of a doctoral programme ending in the academic year 2019/2020.
3. Rector's Regulation No 442/2019/2020 of 20 April 2020 on the administration and organization of diploma examination during the period of suspension of traditional teaching due to the risk of SARS-CoV-2 virus infection shall remain in force until 30 September 2020.

§15

Paragraph 2 of the Rector's Regulation No. 440/2019/2020 of 9 April 2020 on the circulation of documents and accounting evidence using the EZD system is repealed.

§16

The Regulation shall enter into force on 1 June 2020.

**RECTOR**

**Prof. UAM dr hab. Andrzej Lesicki**





**Appendix to the Rector's Regulation No. 455/2019/2020 of 23 May 2020  
Registration of classes taught remotely**

**Unit (faculty, branch):** \_\_\_\_\_

**Teacher's first and last name:** \_\_\_\_\_

**Classes taught remotely**  
from \_\_\_\_\_, 2020 to \_\_\_\_\_, 2020

<b>Course</b>	<b>USOS Code</b>	<b>Post-diploma studies / Further education course</b>	<b>Form of class (as stipulated in the study plan)</b>	<b>Form of remotely taught class (tools used)</b>	<b>Date of class</b>