

Regulation No 15/2020/2021
of the Rector of the Adam Mickiewicz University, Poznań,
30 September 2020,
on the University's activities in preventing, counteracting and combating
COVID-19
in the winter semester of the academic year 2020/2021

Pursuant to Article 23 section 2 point 2 of the Act of 20 July 2018 - Law on higher education and science (i.e. Journal of Laws of 2020, item 85 as amended), Article 3 of the Act of 2 March 2020 on special solutions related to the prevention, counteracting and combating COVID-19, other infectious diseases and subsequent crisis situations (Journal of Laws of 2020, No. 1, item 374, as amended) and the Decree of the Minister of Science and Higher Education of 27 September 2018 on higher studies (Journal of Laws 2018, item 1861 as amended), it is hereby ordered as follows:

§ 1

1 The Regulation describes the University's operations aimed at preventing, counteracting and combating COVID-19 in the winter semester of the academic year 2020/2021, during the period of an epidemic emergency or state of epidemics, and covers the following areas:

1) organization of teaching:

- a) in Bachelor's Degree programmes,
- b) in Master's Degree programmes,
- c) in 5-year Master's Degree programmes
- d) in doctoral programmes,
- e) within the Doctoral School,
- f) within post-graduate study cycles, trainings and courses,

2) verification of the achieved learning outcomes;

3) work performance standards for academic teachers;

4) work performance standards for other employees;

5) principles of operation for collegial bodies, committees and other bodies;

6) principles of operation for the library and information system;

- 7) rules for organizing and participating in conferences as well as scientific exchange and research projects conducted with other entities;
- 8) principles of providing access to the University's sports facilities and offering sport classes as well as sporting activities not related to the teaching process.

2. The rules for conducting diploma examinations are set out in the Regulation No. 5/2020/2021 of the Rector of Adam Mickiewicz University, Poznań of 7 September 2020 on the rules of conducting diploma examinations.

§ 2

1. Classes are conducted using distance learning methods and techniques, including IT infrastructure and software that enable synchronous and asynchronous interaction between the participants and the academic teachers or other people conducting the classes (distance learning).
2. The head of the unit providing distance learning is responsible for meeting the requirements set forth in the relevant regulations for this mode of teaching.
3. In the case of Bachelor's, Master's and 5-year Master's degree programmes, the head of the organizational unit is responsible in particular for:
 - 1) ongoing control of scheduled classes, including in terms of conducting them in real time in accordance with the approved timetable and the rules for dividing students into groups;
 - 2) ensuring access to IT infrastructure and software, taking into account that distance learning is conducted using information technologies recommended by the Distance Learning Support Centre;
 - 3) enabling participation in preparatory trainings for classes;
 - 4) enabling students to seek personal consultations with academic teachers and other lecturers;
 - 5) providing teaching materials developed in electronic form by academic teachers and other lecturers;
 - 6) verification of students' achievements in terms of the learning outcomes through ongoing monitoring of their learning progress by the academic teacher and other lecturers.
4. Distance learning shall not apply to classes which, due to the stage of teaching or the specific nature of the subject, should be conducted in whole or in part on-campus while maintaining direct contact. This shall apply in particular to classes requiring access to laboratory infrastructure, field classes and internships.

5. A decision on the matter referred to in point 4. shall be taken:
 - 1) with regard to students - by the Dean;
 - 2) with regard to doctoral students - by the head of the doctoral school at a given Academic School in collaboration with the Vice-Rector in charge of the Adam Mickiewicz University Doctoral School;
 - 3) for participants of doctoral studies - by the head of the programme in collaboration with the Vice-Rector in charge of the Adam Mickiewicz University Doctoral School;
 - 4) for post-graduate students or a further education course participants – by the head of the post-graduate course or further education course in collaboration with a designated Dean;
 - 5) for further education courses or training courses offered by the Open University – by the Rector's Representative for the Open University in collaboration with a designated Vice-Rector.
6. A student or doctoral student lacking technical possibilities to participate in distance learning shall immediately inform the Dean, who shall create conditions for participation in distance learning in the buildings within his/her supervision.
7. Physical education (sport) classes shall be conducted in the form of distance learning.
8. Person in charge of a teaching unit shall immediately notify the Teaching and Admissions Center about all the classes taught in the manner specified in paragraph 4.

§ 3

1. The verification of the achieved learning outcomes, in particular the conduct of final course tests and examinations, may take place off-campus using the electronic means of communication specified in the recommendations of the Distance Learning Support Centre.
2. The decision on how to verify the achieved learning outcomes shall be made:
 - 1) with regard to students - by the Dean;
 - 2) with regard to doctoral students at Doctoral Schools - by the person in charge of the doctoral school at a given Academic School in collaboration with the Vice-Rector in charge for the Adam Mickiewicz University Doctoral School;
 - 3) with regard to participants in doctoral programmes - by the head of the programme in collaboration with the Vice-Rector in charge of the Adam Mickiewicz University Doctoral School;

- 4) with regard to post-graduate students or further education course participants - by the head of the post-graduate course or further education course in collaboration with a designated Dean.
3. The examination or final test is conducted in a way that ensures control of the verification of the achieved learning outcomes and its registration.
4. The examiner or lecturer organizes the examination or a final test in a way that ensures the student's independent work.
5. If the internet connection during the examination or a final test is interrupted, the examiner or teacher is in charge to decide whether it is necessary to repeat the examination (test) or to issue a grade taking into account the proceedings of the examination (test).

§ 4

1. Academic teachers perform their duties by working remotely.
2. Academic teachers who do not have the technical capacity to conduct distance learning shall immediately inform the Dean, who shall create the conditions for conducting distance learning in the buildings within his/her supervision.
3. Academic teachers may perform research duties in the University buildings.
4. Academic teachers shall perform organizational duties depending on their nature in the buildings of the University or other places indicated by his/her supervisor.
5. Academic teachers provide students with guidance and counselling in a remote form and in real time, in accordance with the duty roster specified in a given organizational unit, taking into account § 2, section 3, point 4.

§ 5

1. Administrative staff perform their duties as specified by the employment contract.
2. The Chancellor may determine a different manner of delivering work from that indicated in section 1, in particular by allowing remote work.
3. The head of a given organizational unit shall determine the manner of delivering work by the research, technical, engineering, IT, library, scientific documentation and information as well as publishing activity staff.
4. Vice-Rector for Human Resources and Development determines the way of delivering work by the University Library employees.

5. The determination of the manner of delivering particular work in accordance with par. 2-4 takes place for a fixed period of time and may be at any time cancelled, by the Chancellor or the head of the organizational unit respectively, and in each case by the Vice-Rector for Human Resources and Development.

§ 6

1. Meetings of the AMU statutory and other bodies acting pursuant other normative acts can be carried out using information technology used to control and register the voting process and to ensure the secrecy of votes. A decision to conduct the meeting in such a way is made by the person chairing the meeting
2. If the meeting of a collegial body, committee or other body is carried out using electronic means of communication, the chairperson is obliged to check whether all members have the technical ability to take part.
3. The Chairperson of the collegial body, committee or other body shall provide , access to the necessary infrastructure in the building of the relevant unit to offer participation in the meeting to every person lacking the technical opportunity to do so as stipulated in paragraph 1. In terms of making the infrastructure available, the chairperson acts in coordination with the head of the relevant organizational unit.
4. The PhD examination may be conducted remotely, using technical devices enabling simultaneous direct transmission of video and sound. The decision to undertake the examination in such a way is made by the chairman of the committee conducting the examination.

§ 7

The rules of operation for the library and information system are defined by the Vice-Rector for Human Resources and Development. When determining the rules, the Vice-Rector acts to provide access to resources to the widest possible group of employees, doctoral students and participants of classes.

§ 8

1. Consent of the designated Vice-Rector is required for the following actions:
 - 1) a foreign business trip of the employee;

- 2) organizing or co-organizing a conference in a mode other than remote and other scientific or science-communication events;
 - 3) participation of University employees, PhD students and students in conferences organized in a mode other than remote;
 - 4) hosting international visitors at the University
2. consent for a doctoral student to travel abroad in connection with his/her education or research is granted following the opinion of the head of the doctoral school or the head of doctoral studies, respectively.
 3. a student's trip abroad in connection with his/her education or scientific research requires the consent of the Dean.
 4. The consent specified in sections 1-3 may be of a general nature.

§ 9

1. It is allowed to conduct sports activities not related to teaching at the University.
2. The University's sports facilities can be rented or otherwise made available in accordance with the rules set by the Chancellor.

§ 10

1. All actions are taken in accordance with applicable regulations, including decisions, recommendations and guidelines of the State Sanitary Inspection.
2. The activities referred to in section 1 shall also take into account the recommendations of the Ministry of Science and Higher Education regarding environmental guidelines in connection with the partial restoration of the university operations.

§ 11

1. The Chancellor issues current guidelines related to the fulfilment of the requirements outlined in § 10.
2. In particular, the Chancellor shall determine :
 - 1) the requirements related to adapting the University's facilities to make lecture halls and other premises available for teaching in connection with the execution of this Regulation

- 2) frequency of cleaning and disinfection of the University buildings, their specific elements, lecture halls, sanitary facilities and equipment;
 - 3) the method of placement of virucidal disinfectants in the University buildings.
3. The Chancellor, in collaboration with the Rector, determines the procedures for dealing with COVID-19 symptoms among students, PhD students and employees.

§ 12

1. The Dean organizes classes in the buildings according to the guidelines from the Chancellor.
2. The classes conducted on-campus apart from distant learning can only be offered to persons who do not show signs of upper respiratory tract infection (fever, coughing, muscle pain).

§ 13

The provisions of this Regulation concerning the Deans shall apply *mutatis mutandis* to the directors of the branch campuses and the heads of the general university units.

§ 14

The following regulations are hereby no longer in force:

- 1) Regulation of the Rector of the Adam Mickiewicz University, Poznan, No. 444/2019/2020 of 23 April 2020 regarding the use of information technology to conduct official meetings;
- 2) Regulation of the Rector of the Adam Mickiewicz University, Poznań, No. 447/2019/2020 of 27 April 2020 on the administration and organization of credit and final examinations during the period of suspension of traditional teaching due to the risk of COVID-19 virus infection
- 3) Regulation of the Rector of the Adam Mickiewicz University, Poznań, No. 454/2019/2020 of 18 May 2020 on preparing the Adam Mickiewicz University, Poznań to restore the provisions of work by employees on the premises of the university under conditions related to the prevention, counteracting and combating of COVID-19;
- 4) § 7 of the Regulation No. 455/2019/2020 of the Rector of the Adam Mickiewicz University, Poznań of 23 May 2020 on the operation of the

University under conditions related to the prevention, counteracting and combating COVID-19 from 1 June 2020, as amended by Regulation No. 476/2019/202 of 30 June 2020;

- 5) Regulation No. 486/2019/2020 of the Rector of Adam Mickiewicz University, Poznań on the organization of education in conditions related to preventing, counteracting and combating COVID-19 in the academic year 2020/2021, § 5 section 2 of the Regulation expires on 15 October 2020.

§ 15

This Regulation enters into force on 1 October 2020.

RECTOR

Prof. Bogumiła Kaniewska