

**Regulation No 433/2019/2020**  
**Rector of Adam Mickiewicz University, Poznań**  
**19 March 2020**

**Guidelines for the organisation of teaching and learning at Adam Mickiewicz University,  
Poznań during the period of risk of COVID-19 infection**

Pursuant to Article 23 section 2 item 2 of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text in the Journal of Laws of 2020, item 85) in connection with the Act of 2 March 2020 on special solutions related to the prevention, countering and combating of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws of 2020 item 374) in connection with Regulation No. 431/2019/2020 of the Rector of AMU of 11 March 2020 on countering the spread of the COVID-19 virus among the members of the community of Adam Mickiewicz University, Poznań, I hereby regulate as follows:

§1

1. During the period of suspension of classes and courses taught to students, doctoral students of doctoral schools and students of doctoral programmes, I hereby make deans, directors of branches, directors of general academic centres, heads of doctoral schools at Schools (Pol. pl. *szkoły dziedzinowe*) and heads of doctoral programmes responsible for enabling academic staff to conduct classes and teach students using distance learning methods and techniques, hereinafter referred to as “remote learning and teaching”, or in remote form, and to support them in this regard.
2. Academic teachers shall make an independent decision to undertake the teaching of given courses in the form referred to in section 1 after an analysis of the specific nature of the courses they teach (lectures, classes, tutorials, etc.), the technical capacity to teach (computer equipment and network infrastructure at their disposal) and their own skills in preparing and conducting such courses.
3. If an academic teacher decides to teach given classes remotely and has obtained permission to teach them in this form, in accordance with §2, section 1 he/she shall immediately inform students thereof.

§2

1. Courses referred to in §1 may be conducted/taught at first-cycle and second-cycle programmes and master's degree programmes only with the consent of the dean, the director of a branch, the director of a general academic centre offering courses, and in the case of doctoral student education with the consent of the deputy rector in charge of the Doctoral School of Adam Mickiewicz University.

2. An academic teacher shall be responsible for keeping records of courses taught remotely, in accordance with the Appendix to this Regulation.
3. All classes taught remotely, approved and confirmed by the Dean, the director of a branch, the director of a general academic centre, or the deputy rector in charge of the Doctoral School of Adam Mickiewicz University, shall be accounted for in accordance with the originally planned allocation of classes as set forth in the individual teaching load sheet of an academic teacher, subject to §5.
4. The persons listed in section 1 are responsible for collecting, checking and confirming the course record(s) referred to in section 2 after the end of the period of suspension.

### §3

1. The student shall, within the time limit indicated by the academic teacher, declare participation in classes conducted in a remote form if he/she has the technical capacity to participate in classes in this form.
2. In a situation where minimum 2/3 (two thirds) of students assigned to a given course declare that they participate in classes taught remotely, the remote form shall become the binding form, subject to section 3.
3. Students who have not declared to take courses in the remote form referred to in section 2 shall take courses at a later date on the principles corresponding to the individual organization of study.
4. A course is taught in the traditional form, after the period of suspension of classes in the event that:
  - 1) it is not possible to conduct a course in a remote form;
  - 2) the academic teacher has not made a decision to teach the course in question in the remote form;
  - 3) more than 1/3 (one third) of students assigned to a given course have not declared that they would attend it remotely.

### §4

In order to support academic teachers in the preparation and implementation of classes in the form of remote teaching and learning, the following materials are provided to the community of Adam Mickiewicz University, Poznań:

- 1) recommendation of the Ośrodek Wsparcia Kształcenia na Odległość [Distance Learning Support Centre] concerning the conduct of remote teaching and learning;
- 2) infrastructure which can support remote teaching and learning.

### §5

Classes conducted in a remote form from 11 March 2020 in connection with Regulation No. 431/2019/2020 of the Rector of Adam Mickiewicz University, Poznań on preventing the spread of

the COVID-19 virus among members of the community of Adam Mickiewicz University, Poznań, are also included in the load of an academic teacher provided that these classes are entered in the register and approved in accordance with the rules set out in §2.

§6

The Regulation shall enter into force on the date of its adoption and shall remain in force until its repeal.

Rector

Prof. UAM dr hab. Andrzej Lesicki