

**Directive of the Rector of the Medical University of Lodz
no 24/2021 of 16th March 2021**

**on the Regulations for the organization of classes, credit tests and examinations
conducted with the use of distance learning methods and techniques
at the Medical University of Lodz**

Based on Article. 23 sec. 1 in connection with Art. 67 sec. 4 of the Act of July 20, 2018 - Law on higher education and science (Journal of Laws of 2020, item 85, as amended), § 12 sec. 3 and § 13 sec. 2 of the Statute of the Medical University of Lodz of 27th June 2019, as amended, in connection with § 12-13a of the Regulation of the Minister of Science and Higher Education of 27th September 2018 on studies (Journal of Laws, item 1861, as amended), § 9 it. 3 point 2 and it. 4 of the Rules and Regulations of Studies at the Medical University of Lodz, introduced by Resolution No. 374/2020 of 28th April 2020 of the Senate of the Medical University of Lodz, I order the following:

§ 1

Hereby introduced are the Regulations for the organization of classes, credit tests and examinations with the use of distance learning methods and techniques at the Medical University of Lodz, constituting an appendix to the directive.

§ 2

1. The Directive No. 79/2019 of 27th September 2019 on the Regulations for the organization of didactic classes conducted with the use of distance learning methods and techniques at the Medical University of Lodz ceases to apply.
2. The Directive comes into force on the day of its signing.

THE RECTOR prof. Radziśław Kordek MD, PhD

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REGULATIONS FOR THE ORGANIZATION OF CLASSES, CREDIT TESTS AND EXAMINATIONS CONDUCTED WITH THE USE OF DISTANCE LEARNING METHODS AND TECHNIQUES AT THE MEDICAL UNIVERSITY OF LODZ

CHAPTER I GENERAL PROVISIONS

§ 1

The Regulations define the rules for the organization and conduct of classes, credit tests and examinations with the use of distance learning methods and techniques at the Medical University of Lodz.

§ 2

Whenever the Regulations refer to:

- 1) a student – it should be understood as a student, a student of postgraduate studies, a PhD student or a participant in another form of education conducted at the University;
- 2) a study program - it should be understood as a study program, a study program of postgraduate studies or a program of another form of education at the University;
- 3) classes conducted in the form of e-learning - it should be understood as classes conducted with the use of distance learning methods and techniques;
- 4) credit tests and exams conducted in the form of e-learning – it should be understood as credit tests and exams conducted with the use of distance learning methods and techniques;
- 5) an academic teacher - it should be understood as an academic teacher or another person conducting classes in the form of e-learning;
- 6) the University - it should be understood as the Medical University of Lodz.

§ 3

1. Classes in the form of e-learning can be conducted - if the specificity of education allows it - on studies, postgraduate studies and other forms of education, using infrastructure and software to ensure synchronous and asynchronous communication between students and academic teachers.
2. Number of ECTS points that can be obtained during studies within the classes conducted in the form of e-learning, may not be greater than:
 - 1) 50% of the number of ECTS points necessary to complete studies at a given level with a practical profile,
 - 2) 75% of the number of ECTS points necessary to complete studies at a given level with a general academic profile - subject to items 3-5 and § 20.
3. In the case of fields of study conducted in accordance with the education standards, the maximum number of ECTS points that can be obtained during classes conducted in the form of e-learning is specified in the regulation of the Minister of Science and Higher Education of 26th July 2019 on standards of education preparing for the profession of a physician, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic (Journal of Laws, item 1573, as amended).

4. In the period from the day of the announcement of the state of epidemic crisis or the state of epidemic, until the end of the semester during which that state was canceled, classes may be conducted in the form of e-learning, whether or not it has been provided for in the study program.
5. Number of ECTS points assigned to classes conducted in the form of e-learning during the period referred to in item 4 is not included in the number of ECTS points referred to in item 2.
6. Lectures, seminars, language courses, in particular, may be conducted in the form of e-learning.
7. In the case of classes that educate in practical skills, including laboratory classes, the form of e-learning can only function as support in the implementation of these classes.
8. The basic tool for conducting classes, credit tests and exams in the form of e-learning is the Moodle e-learning platform. Auxiliary tools and supporting applications are, in particular, Microsoft Teams and Microsoft Forms, available as part of the MS Office 365 package, the Big Blue Button system and Testportal.pl.

CHAPTER II RESPONSIBILITIES OF STUDENTS AND ACADEMIC TEACHERS

Responsibilities and rights of a student

§4

A student is obliged in particular to:

- 1) have access to IT devices that support the tools referred to in § 3 item 8, allowing two-way audio-video transmission in real time;
- 2) prepare for classes conducted in the form of e-learning;
- 3) actively participate in classes, using full potential of the tools referred to in § 3 item 8, in order to achieve the assumed learning outcomes;
- 4) get acquainted with the didactic materials provided by an academic teacher and respect copyrights;
- 5) independently write credit tests and examinations - it is unacceptable to consult with outsiders or other students during a credit test or exam, to use teaching aids and electronic devices enabling data download, communication or image or sound recording;
- 6) participate in discussion forums initiated by an academic teacher;
- 7) observe the rules of culture of behavior and expression during classes, consultations, credit tests and exams.

§ 5

A student has the right to:

- 1) receive didactic materials from an academic teacher via the tools referred to in § 3 item 8;
- 2) receive educational support from an academic teacher, including prompt answers to questions about the learning process and ongoing assessment of progress in the education process;
- 3) receive information on the form of crediting the classes;
- 4) consultations with an academic teacher (outside the time intended for the implementation of the study program);
- 5) participate in discussion forums initiated by other students.

Responsibilities of an academic teacher

§ 6

An academic teacher is obliged in particular to:

- 1) have access to IT devices that support the tools referred to in § 3 item 8, allowing two-way audio-video transmission in real time;
- 2) prepare classes in accordance with the study program and conduct classes in a way that enables students to achieve the assumed learning outcomes;
- 3) provide students with didactic materials necessary for the implementation of the study program;
- 4) provide students with educational support, including prompt answers to questions about the education process and ongoing assessment of progress of students in the education process;
- 5) inform students about the form of crediting the classes;
- 6) provide students with consultations, including content-related discussions with students, correcting errors, commenting on statements (outside the time intended for the implementation of the study program);
- 7) motivate students to work actively and monitor their activity;
- 8) create discussion forums and moderate discussions on forums;
- 9) respect copyrights when sharing didactic materials necessary to conduct classes in the form of e-learning;
- 10) take actions provided for in separate regulations towards students who have violated copyrights, including plagiarism, and counteract such practices among students;
- 11) fully use the possibilities of the tools referred to in § 3 item 8, in order to ensure the highest quality of providing knowledge and the skills and competence development;
- 12) observe the rules of culture of behavior and expression during classes, consultations, credit tests and exams conducted in the form of e-learning.

CHAPTER III ORGANIZATION OF CLASSES

Submission of the application

§ 7

1. An application to the Dean for consent to conduct classes in a given course in the form of e-learning, if this form is not included in the study plan, with the exception of the circumstances referred to in § 3 item 4, should be submitted by the course coordinator no later than 4 weeks before the start of the semester in which the classes are to be conducted.
2. A template of the application referred to in item 1 constitutes an attachment to the Regulations.
3. The consent referred to in item 1 applies only to the change of the form of classes, with unchanged number of didactic hours, and does not require a change in the study program.
4. The application referred to in item 1 specifies:
 - 1) faculty, field of study, profile, form and level of studies;
 - 2) name of the course;
 - 3) semester of studies during which the classes will be conducted;
 - 4) form of classes;
 - 5) form of crediting the classes;
 - 6) number of hours to be completed during the classes;
 - 7) indication of academic teachers authorized to conduct classes.

5. After obtaining consent to change the form of classes referred to in item 1 the course coordinator makes an appropriate change in the course syllabus.

Didactic materials

§ 8

1. A course coordinator or an academic teacher conducting the classes is obliged to make available to students didactic materials necessary for the implementation of the classes, using the tools referred to in § 3 item 8.
2. Didactic materials prepared in an electronic form should in particular include:
 - 1) the name of the relevant course;
 - 2) introduction covering: topics of the classes, didactic objectives of the classes and the knowledge and skills that the student must have before the start of classes;
 - 3) relevant didactic material, if necessary divided into sections covering narrower thematic ranges;
 - 4) form of verification of the learning outcomes achieved by a student.

Principles of synchronous communication

§ 9

1. An academic teacher may conduct classes, credit tests, examinations and consultations with students in the form of synchronous communication, i.e. in real time.
2. In the form of synchronous communication individual consultations with an external expert can also be conducted.
3. Before the start of classes, a credit test or exam, conducted in the form e-learning, a student is obliged to:
 - 1) prepare the room in which they will stay during the classes, a credit test or examination, in a manner enabling their uninterrupted course;
 - 2) prepare and check the efficiency of audio-video equipment (microphone, camera) that they will use for communication;
 - 3) turn off the mobile phone and not use it during classes, a credit test or exam;
 - 4) turn on the audio-video function for the purpose of ongoing confirmation of presence.
4. It is recommended to inform the household members about the time when the classes, a credit test or exam will be conducted, in order to ensure their uninterrupted progress.
5. The student's web camera should be aimed at the student's face, in such a manner that the student's face fills approximately 40% of the area covered by the camera. It is forbidden to use additional functions and additional software to modify the image, add background or other graphic elements.
6. In the Office 365 email account and Microsoft Teams the student is recommended to use a photo identical to the photo in the electronic system student service (ESOS).

Course of classes in the form of synchronous communication

§ 10

1. All activities conducted in the form of synchronous communication begin at a predetermined date.
2. It is recommended that logging in to a given class is available a few minutes before the beginning of classes.

3. All activities related to audio-video contact should be performed taking into account possible delay of data transmission (audio, video) to other participants of the classes.
4. During classes, students should avoid departing from the computer or generating excessive amount of noises that could adversely affect communication between the teacher and participants of the classes.
5. A student's willingness to speak should be reported by raising a hand. After receiving permission to speak from the teacher, the student may turn on the microphone and start speaking.
6. During classes, students should speak shortly and to the point, not deviating from the main topic with statements relating to other matters.
7. During classes, it is forbidden to record their course by recording image, sound, or image and sound.
8. Participants of the classes are obliged to abide by the principle of mutual respect, in particular by:
 - 1) listening to the statements of the participants of the classes;
 - 2) appropriate reporting of willingness to speak;
 - 3) observing the culture of expression;
 - 4) not interfering with the statements of the participants of the classes.

Principles of asynchronous communication

§ 11

1. An academic teacher conducting the classes and students have also the option of the so-called asynchronous communication, i.e. communication outside real time, in particular by:
 - 1) participation in an organizational forum where in particular issues related to the operation of the platform are discussed;
 - 2) participation in the content-related forum where in particular issues related to the topic of classes are discussed, including issues raising doubts or difficulties for students;
 - 3) respectively posting or using didactic materials;
 - 4) ongoing verification of the achieved learning outcomes in the form of knowledge tests;
 - 5) respectively posting or filling in evaluation questionnaires.
2. Activity on forums takes the form of discussions and enables the exchange of views and experiences and clarification of doubts regarding the content-related and organizational problems. These discussions can be initiated by either an academic teacher conducting the classes, or by students.
3. A student's participation in the discussion initiated by an academic teacher is obligatory. Lack of activity (activity understood as at least logging in) is considered as absence at classes.
4. An academic teacher at any time has access to all discussions conducted within the course conducted.

Moodle e-learning platform

§ 12

1. The Moodle e-learning platform, hereinafter referred to as the "platform", consists of two parts:
 - 1) a work platform to which only academic teachers have access;
 - 2) a student platform accessible both to academic teachers and students.
2. Classes, credit tests and exams and all student activities are carried out on the student platform.

3. Classes on the student platform may be conducted in the form of synchronous or asynchronous communication.
4. The process of preparing didactic materials by an academic teacher, necessary to conduct classes, credit tests and examinations or other forms of verification of the achieved learning outcomes takes place on the work platform (<https://e-learning2.umed.pl/>). An academic teacher is free to edit materials prepared on the work platform.
5. Didactic materials are made available to students on the student platform (<https://e-learning.umed.pl/>) in the form of the so-called e-learning course, upon submission of an order for it by an academic teacher in the Teaching Support Department (address: moodle@umed.pl). The order form template is available on the University website: <https://e-learning2.umed.pl/mod/page/view.php?id=9802>).
6. An order for an e-learning course should also be placed when the course was carried out in the previous semester (courses created on the work platform are not automatically transferred to the student platform). If the content of the didactic materials has not changed, they can be made available again to students in the new semester, after placing an order for this course.
7. After the end of the semester, didactic materials made available within the e-learning course are automatically transferred to the archives. A student has the possibility to view archived materials throughout the entire period of study. Archived materials are not updated and remain unchanged from the moment they were transferred to the student platform.

E-learning training courses

§ 13

1. Academic teachers are required to complete a training course preparing them to conduct classes in the form of e-learning, get acquainted with instructions and guidelines regarding the conduct of classes, of the platform and instant messaging services.
2. Students are required to complete the training preparing for participation in classes conducted in the form of e-learning, get acquainted with the instructions and guidelines for using the platform and instant messaging during the classes.
3. The trainings referred to in item 1 and 2 are organized periodically, and the relevant information is published on the University website at: <http://vc.umed.lodz.pl/elearning/>.
4. Academic teachers may also use the assistance course posted on the University's website at: <https://e-learning2.umed.pl/course/view.php?id=2730>.

CHAPTER IV VERIFICATION OF LEARNING OUTCOMES

Ongoing verification of learning outcomes

§ 14

1. For the purpose of ongoing verification of the learning outcomes achieved by students during classes conducted in the form of e-learning an academic teacher can conduct knowledge tests, e.g. in the form of quizzes, tasks or tests.
2. The tests referred to in item 1 and their results are made available to students via the tools referred to in § 3 item 8.

3. If there is a need to discuss the results of a knowledge test, an academic teacher or a student initiates the process of individual consultations in the form of an individual chat, e-mail correspondence or personal consultations at the premises of the University.

Credit tests and examinations

§ 15

1. In justified cases, credit tests and examinations may be conducted in the form of e-learning, through the tools referred to in § 3 item 8, with assurance of control and making a record of their course.
2. Credit tests and examinations shall be conducted in a written, oral or mixed form.
3. Before starting the credit test or exam in the form of e-learning, an academic teacher is obliged to verify the student's identity and make sure that they are unable to communicate with third parties or have access to unauthorized materials that limit the student's independent work.
4. An academic teacher may verify a student's identity through calling a student as part of an audio-video call in Microsoft Teams and at the same time checking the student's photo in the electronic student service system (ESOS).
5. Webcams and microphones of all participants of a credit test or examination should be turned on for the entire duration of the credit test or examination.
6. In cases justified by factual circumstances, especially when there are doubts about independent work of a student in the course of a credit test or examination, an academic teacher conducting the credit test or exam may oblige a student at any time to share, by using the camera, the image of the room in which the student is located, and the desktop of the student's computer. The sharing of the room image takes place respecting the rules of privacy, i.e. in a way that makes it impossible to be shared by other students participating in the credit test or exam.
7. Failure to comply with the obligations of this paragraph may constitute the basis for discontinuing the credit test or examination.
8. In particularly justified cases, a student who has limited access to the Internet or does not have the necessary IT equipment and cannot log on to the platform, he/she is obliged to submit to the appropriate Vice-Dean for student affairs, via e-mail, an application for a change of form of conducting an exam or a credit test.
9. The application referred to in item 9 must be submitted no later than 5 days before the date of a credit test or exam.
10. A student taking a credit test or exam is obliged to give consent to making a record of its course. The right to record a credit test or exam is limited only to an academic teacher who is obliged to secure the recording file against third party access.
11. Failure to log in by a student during the course of a credit test or exam is treated as absence at the credit test or exam. If it is unexcused, the student receives a failing grade. The student is obliged to notify the teacher about the cause of absence at the credit test or exam not later than within 3 working days from the date of the credit test or exam.
12. If the student's absence at the credit test or exam is excused, the course coordinator sets a new date, informing the student at the same time about its form. The credit test or exam conducted at the new date is treated as carried out in a correct term.

CHAPTER V
TECHNICAL PROBLEMS DURING CLASSES, A CREDIT TEST OR EXAM

§ 16

1. If during the course, a credit test or examination there are technical problems causing disconnection, a student is obliged to re-establish the connection within 10 minutes.
2. If technical problems make it impossible to participate in classes or to continue a credit test or exam, a student is required – within no longer than one hour from the occurrence of the event - to send to the address of the relevant dean's office a report containing a description of the situation and the so-called "screenshot", confirming technical problems (made in the manner enabling the identification of the user).
3. The declaration referred to in item 2 must be sent from an address in the domain stud.umed.lodz.pl.
4. If the report of technical problems is accepted, the absence during the classes will be excused or the credit test or exam will be repeated at another date. In this case, the student does not lose an attempt at the credit test or exam.

CHAPTER VI
SUPERVISION OVER CONDUCTING CLASSES
IN THE FORM OF E-LEARNING

§ 17

1. The Dean supervises the conduct of classes in the form of e-learning, in particular through:
 - 1) giving consent to the implementation of classes in a given course in the form of e-learning - if this form has not been included in the study plan;
 - 2) exercising control over the quality and level of classes;
 - 3) exercising control over the work performed by an academic teacher and their involvement in the preparation and implementation of classes - on the basis of questionnaires, referred to in item 3;
 - 4) getting acquainted with the activity report referred to in item 4, and its approval.
2. The head of the organizational unit where the teacher is employed is responsible for the content-related supervision over the conduct of classes in the form of e-learning, including quality of didactic materials prepared by an academic teacher.
3. After completing the course, students fill in a questionnaire in which they evaluate the course classes and the work of an academic teacher conducting the classes.
4. After the end of the semester, the platform administrator prepares the so-called activity report, which defines:
 - 1) activity of academic teachers and students on the platform;
 - 2) number and type of didactic materials made available to students by academic teachers.

CHAPTER VII
RULES OF SETTLEMENT OF THE HOURS OF CONDUCTED CLASSES IN
THE FORM OF E-LEARNING

§ 18

1. Rules for settlement of the hours of classes conducted in the form of e-learning and the rates of remuneration are specified in a separate Rector's directive.
2. Classes may be conducted by persons providing work on the basis of civil law contracts only if academic teachers employed in a given organizational unit have realized the annual

number of didactic classes; these classes are settled according to the rates of remuneration specified by in a separate Rector's directive.

3. The number of hours of classes conducted in the form of e-learning is entered into the IT system of didactic settlements of the University (PUX).

CHAPTER VIII COPYRIGHT PROTECTION

§ 19

1. Didactic materials made available to students as part of classes conducted in the form e-learning courses are subject to copyright to the extent specified in the Act of 4th February 1994 on copyright and related rights (Journal of Laws of 2019, item 1231, as amended).
2. An academic teacher is responsible for providing didactic materials in accordance with the provisions of the Act referred to in item 1.
3. Didactic materials are made available only to students participating in classes.
4. The student's use of didactic materials posted on the platform contrary to their intended use or their transfer to unauthorized persons is a violation of the provisions of the Act referred to in item 1 and the Regulations and may be subject to disciplinary liability.

CHAPTER IX TRANSITIONAL AND FINAL PROVISIONS

§ 20

Number of didactic hours in full-time and part-time studies, conducted in the form of e-learning, in the case of studies commenced:

- 1) before the academic year 2019/2020 - may not be greater than 60% of the total number of hours of classes specified in the study programs,
- 2) in the academic year 2019/2020 - may not be greater than 50% of the total number of hours of classes specified in the study programs - subject to § 3 item 3.