



Item 236

**ORDINANCE NO 105
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 21 May 2020

on the risk of SARS-CoV-2 virus infection

Pursuant to § 36 s. 1 of the Statute of the University of Warsaw (UW Monitor, 2019, item 190) and based on the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and the resulting crisis (Journal of Laws of 2020, item 374, as amended), in conjunction with the Regulation of 23 March 2020 of the Minister of Science and Higher Education on the temporary restriction in functioning of certain entities of the higher education and science system in relation to preventing, counteracting and combating COVID-19 (Journal of Laws, item 511, as amended), it is hereby ordered as follows:

§ 1

1. In relation to the risk of SARS-CoV-2 virus infection, the rules governing the functioning of the University of Warsaw in these risk conditions shall apply as of 25 May 2020 until further notice, unless otherwise stipulated.

2. Employees, doctoral candidates, students and learners shall be obliged to comply with recommendations of the Chief Sanitary Inspector of Poland, as well as recommendations and instructions of the Rector, chancellor and heads of organisational units of the University.

3. Heads of organisational units of the University shall be obliged to report, on an ongoing basis, on the situation at the subordinated units, to the following e-mail address: InfoCovid19@adm.uw.edu.pl.

§ 2

1. Any open events such as conferences, symposia, lectures, including courses of the Open University, artistic performances and other meetings of this type organised by the University of Warsaw, as well as events organised by external entities at the premises of the University of Warsaw shall be cancelled until 31 August 2020.

2. Business travel abroad and participation in domestic conferences by employees, doctoral candidates and students shall be suspended until 30 June 2020.

3. Visits of foreign guests to the University of Warsaw shall be suspended until 30 June 2020.

§ 3

1. Rules for conducting educational classes, credit getting process and examinations, as well as carrying research activities and recruitment set forth in s. 2-13 shall be introduced until the end of the 2019/2020 academic year.

2. Educational classes conducted until now in the form of remote classes shall be continued in the same form.

3. Other lectures and classes in the form of seminars shall be conducted remotely.

4. Practical classes shall be conducted in accordance with schedules introduced by heads of educational units in consultation with heads of organisational units of the University offering relevant studies. Schedules shall be prepared in such a way as to ensure compliance with sanitary rules both during the classes as well as during breaks between classes.

5. The rules referred to in s. 2-4 shall apply to professional placements for students.

6. Organisation of student camps not included in the study curriculum shall be suspended.

7. Academics shall be obliged to prepare teaching materials allowing continuing the educational process remotely and conducting classes using remote methods and techniques.

8. Students and doctoral candidates shall be obliged to participate in all remote classes scheduled for the particular field and year of study.

9. Classes, credits, examinations and diploma examinations shall be conducted in accordance with the rules for the organisation of the academic year set forth in decision no 10 of the Rector of the University of Warsaw on amendments to decision no 2 of the Rector of the University of Warsaw on the timetable of the 2019/2020 academic year at the University of Warsaw (UW Monitor, 2019, item 187).

10. The process for getting credits and examinations at the premises of the University, requiring direct contact of students and doctoral candidates with academics shall be suspended. In especially justified instances required by external regulations, the Rector may grant their consent to holding examinations at the premises of the University in a way ensuring compliance with sanitary rules both during the examinations as well as during breaks between examinations.

11. The process for getting credits and examinations shall be conducted using information technology ensuring control of the process of verification of learning effects achieved and registration thereof. Detailed rules in this respect are set forth in ordinance no 84 of the Rector of the University of Warsaw of 4 May 2020 on 12 on the rules for remote examinations and credits (UW Monitor, 2020, item 186). Heads of educational units, in consultation with responsible heads of organisational units of the University, shall immediately announce, on the websites of their units, terms and conditions for conducting the process for getting credits and examinations remotely in subjects taught at their units, IT requirements for taking the examination and information allowing connecting with the system (e.g. login method).

12. Diploma examinations shall be conducted using information technology ensuring control of the process of verification of learning effects achieved and registration thereof. Detailed rules in this respect are set forth in ordinance no 84 of the Rector of the University of Warsaw referred to in s. 11.

13. Heads of educational units shall be obliged to organise and oversee the remote teaching process and the remote process for getting credits, examinations and diploma examinations.

§ 4

1. Work at the premises of the University, at the place of its permanent performance, shall be performed in accordance with sanitary conditions, taking into account the current status of health risk.

2. Except for persons, whose work determines safety and health of work of members of the University community or continuity of the functioning of the University and protection of its assets, the employees shall be able to perform work remotely, especially where it is allowed by the scope of their tasks and duties.

3. Remote work shall involve the employee fulfilling their duties under the employment relationship outside the permanent work performance place and submitting work results to their direct superior in a way agreed with the head of the organisational unit of the University.

4. The head of the organisational unit of the University shall be obliged to maintain contact with employees and oversee remote work performed by them.

5. The possibility to perform work on a roster basis or under the flexible working-time system, referred to in § 5 s. 6 of the Work Rules at the University of Warsaw, shall be introduced, subject to ensuring proper functioning of the organisational unit of the University.

6. Decisions on work organisation shall be taken by the head of the organisational unit of the University, taking into account provisions of § 1 s. 2, considering the need for ensuring the functioning of the unit.

7. The head of the organisational unit of the University shall announce, on the website of the unit, the rules for the functioning of internal organisational units, where the employees perform work remotely or on a roster basis. Additionally, the head of the organisational unit of the University shall draw up the list of internal organisational units and positions required to work on a roster basis during standard or shortened working hours, as well as the list of around-the-clock positions.

8. The head of the organisational unit of the University may also grant their consent to work at the premises of the University if it is necessary to ensure continuity of scientific research conducted by doctoral candidates and students, within the scope of performance of research work under management of academic tutors, while ensuring safety conditions taking into account the current status of risk to health.

9. The Rector or the chancellor can request the head of the organisational unit of the general University administration, working remotely, to immediately start working on a roster basis if it is necessary.

10. The head of the organisational unit of the University shall publish, on the relevant website, information on telephone numbers and e-mail addresses necessary to contact employees of the unit.

§ 5

1. The duty to use electronic communication means, in particular for the purposes of submission of documents in electronic form, shall be introduced in order to ensure communication between employees and handling professional matters.

2. Employees shall be obliged to use electronic mail and to read correspondence sent by electronic mail, including ordinance, messages, information and documents.

3. Due to the need to ensure safety of data sent, it shall be prohibited to use private e-mail addresses for professional purposes.

§ 6

1. Employees shall be obliged to immediately notify the head of the organisational unit of the University, by phone or by e-mail, about a suspected disease caused by SARS-CoV-2.

2. The head of the organisational unit of the University shall be obliged to send information about the employee's illness to InfoCovid19@adm.uw.edu.pl without undue delay.

3. The obligation to inform about a suspected disease caused by SARS-CoV-2 shall also apply to doctoral candidates and students. Information shall be provided to the head of the educational unit or the head of the doctoral school.

4. In the case of students pursuing doctoral studies conducted by faculties or post-graduate programme students, information about a suspected disease caused by SARS-CoV-2 shall be provided to the head of the organisational unit of the University.

5. Heads referred to in s. 3 and s. 4 shall be obliged to send information to InfoCovid19@adm.uw.edu.pl without undue delay.

§ 7

Simplified procedures for circulation and approval of accounting vouchers are governed by ordinance no 67 of the Rector of the University of Warsaw of 3 April 2020 on special solutions related to circulation and control of financial documents at the University of Warsaw during the COVID-19 epidemics (UW Monitor, 2020, item 151).

§ 8

1. New persons shall not move in to dormitories or other premises of the University, and external guest visits to these premises shall be prohibited, until 30 June 2020. This shall not apply to premises providing hotel services, in a hotel part on commercial basis.

2. Students and doctoral candidates accommodated or applying for accommodation in a dormitory, Faculty Residence Hall or other premises of the University of Warsaw shall be obliged to make, at the request of the manager of the premises, the declaration on their referral to quarantine or being quarantined.

§ 9

1. The University of Warsaw Library shall be closed for readers until further notice. The Library Director shall publish, on the website of the Library, the information on currently applicable working rules and services available to readers.

2. Sport facilities of the University shall be closed until further notice.

3. The “Uniwersyteckie Maluchy” crèche and the kindergarten at the Faculty Residence Hall shall be closed until further notice.

4. The University Canteen shall be closed until further notice.

5. Buffets and services points functioning on the space rented from the University can be authorised to continue their operation, at the written request of tenants. The authorisation shall be granted by the head of the organisational unit of the University, who concluded the contract with the tenant, by approving the request after its verification in view of the epidemic risks and compliance with sanitary rules.

6. Using the holiday centres of the University shall be governed by a separate ordinance.

§ 10

The following documents shall be cancelled:

- 1) ordinance no 50 of the Rector of the University of Warsaw of 10 March 2020 on prevention of the spread of COVID-19 virus among the community of the University of Warsaw (consolidated text: UW Monitor, 2020, item 190, as amended);
- 2) ordinance no 57 of the Rector of the University of Warsaw of 17 March 2020 on the temporary limitation on the obligation to work on the university campuses, in connection with preventing the spread of the COVID-19 virus (consolidated text: UW Monitor, 2020, item 192).

§ 11

The ordinance shall come into force as of 25 May 2020.

Rector of the University of Warsaw:
M. Palys