



ITEM 222

**ORDINANCE No. 111
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 16 September 2021

**on the organisation of classes, examinations and credit assessment in the
online mode**

Pursuant to the provisions of § 36 section 1 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), it is hereby ordered as follows:

General provisions

§ 1

The Ordinance defines the rules regulating the organisation of teaching and the verification of the achieved learning outcomes using online teaching and learning methods and techniques (i.e. in the online mode).

§ 2

When organising online classes, the recommendations set out in Resolution No. 28 of the University Council for Teaching and Learning of 3 September 2021 on the principles of organising classes conducted using online teaching and learning methods and techniques (PUBLICATION of 2021, item 28) shall be taken into account.

§ 3

Within a given subject, groups may be divided into those participating in classes in the regular mode as well as in the online mode.

The coordinator for classes, examinations and credit assessment

§ 4

In the event that a teaching unit conducts teaching in the online mode, the head of that unit shall appoint a coordinator for the course, examinations and credit assessment conducted in the online mode for that particular subject of study, in

particular for the proper organisation of examinations and credit assessment using the "Kampus" University-wide e-learning platform referred to § 12, section 2, point 1.

Conducting classes in the online mode

§ 5

1. The decision to teach a course in whole or in part in the online mode is made by means of an ordinance announced by:

- 1) the head of the teaching unit - in respect to the classes conducted as part of first-cycle, second-cycle, long-cycle and postgraduate courses;
- 2) the head of doctoral studies – in respect to the classes conducted as part of doctoral studies;
- 3) the director of a doctoral school – in respect to the classes conducted in the doctoral school,
- 4) the head of the organisational unit or another person appointed by them - in relation to courses and workshops.

2. The head of the teaching unit organising education in fields of study with a practical profile shall specify, by means of an ordinance, the methods and techniques of online education to be used as an auxiliary tool in the case of classes developing practical skills.

3. The heads and directors shall issue the ordinance referred to in section 1 at least three months before the beginning of the semester to which it applies.

In justified cases, the ordinance may be issued at a later date, but no later than before the beginning of the semester.

4. Courses in modern foreign languages and general university courses may be taught by means of the online mode.

§ 6

1. The heads and directors referred to in § 5, section 1 shall have day-to-day supervision of the online teaching activities.

2. The teachers conducting classes:

- 1) at the request of the head or director, as appropriate, provide him/her without delay with detailed information on planned, ongoing or completed classes conducted in the online mode;
- 2) inform the head or director, as appropriate, immediately of any difficulties encountered in the course of conducting classes in the online mode.

§ 7

Within the framework of classes provided in the online mode, teaching shall not take place exclusively in an asynchronous mode.

§ 8

The classes conducted in the online mode shall take place on the dates specified in the timetable for a given subject of study announced in accordance with the provisions of § 22, section 5 of the Rules and Regulations for Studies at the University of Warsaw (Monitor UW of 2019, item 186).

Periodic online mode for classes delivered in the regular mode

§ 9

The classes to be taught on a regular basis may be taught periodically in the online mode with the individual consent of the head or director, as appropriate, referred to in § 5, section 1 expressed at the justified request of the class teacher. In this case, participants must be informed of the online mode at least 24 hours in advance.

Rules and regulations regarding examinations and credit assessment conducted in the online mode

§ 10

In order to conduct examinations and credit assessment in the online mode, their participants use:

- 1) authentication by means of an ID and password of the Central Authentication System of the University of Warsaw;
- 2) University e-mail accounts within the meaning of Regulation No. 279 of the Rector of the University of Warsaw of 10 December 2020 on electronic mail of the University of Warsaw (Monitor UW of 2020, item 496) - applicable to academic teachers conducting examinations or credit assessment, doctoral candidates and students;
- 3) electronic mail accounts enabling their identification and using the IT tools referred to in § 12, section 2 - in the case of participants of post-graduate programmes and courses or workshops.

§ 11

1. Information on the verification of the achieved learning outcomes in the online mode is included in the course syllabus. The lack of such information in the course syllabus means that the verification of learning outcomes is carried out in a regular mode.

2. In justified cases, the respective head or director, as referred to in § 5, section 1, may decide on the online mode of examination or credit assessment where the syllabus does not provide for an examination or credit assessment in this particular mode.

3. At least seven days before the beginning of an examination session or the date of an examination conducted prior to an examination session, the head or director

referred to in § 5, section 1, respectively, by means of an order, will announce a list of IT tools used to conduct examinations in specific subjects.

The ordinance may lay down detailed rules and regulations for the conduct of examinations by the online mode, including the obligation to maintain a continuous picture and sound transmission by the examiner and the examinee.

4. At least seven days before the end of the classes, the academic teacher shall inform the participants of the IT tool used to conduct the examination. The academic teacher may require the class participant to maintain a continuous video and audio transmission while completing the credit assessment.

§ 12

1. The IT tools for conducting examinations and credit assessment in the online mode must ensure data security, including the protection of personal data required by law.

2. The following IT tools are used to conduct examinations and credit assessment in the online mode:

- 1) the tools available within the "Kampus" University-wide e-learning platform operated by the Centre for Digital Competence of the University of Warsaw, in particular for conducting written examinations and credit assessments;
- 2) the Google tools available within "G Suite for Schools and Colleges", in particular the Google Meet tool, for conducting oral examinations and credit assessments;
- 3) the „Microsoft Teams” tool;
- 4) the “Zoom” tool for conducting in particular oral examinations and credit assessments.

3. The respective head or director referred to in § 5, section 1, may decide to use a different IT tool than those mentioned in section 2, subject to a positive opinion of the Data Protection Supervisor at the University of Warsaw.

4. Responsibility for the preparation and conduct of an examination or credit assessment using a specific IT tool lies with the examination or assessment teacher, who is supported in the technical organisation of the examination or credit assessment by the online course coordinator, referred to in § 4, and the administration of the relevant unit organizing the education process.

§ 13

If, in the course of an examination or credit assessment conducted in the online mode, the Internet connection to the examinee is discontinued, the academic teacher conducting the examination or credit assessment may:

- 1) reconnect and continue with the examination or credit assessment as appropriate;
- 2) complete the examination or credit assessment, as appropriate, and award a mark based on the progress to date;
- 3) repeat the examination or credit assessment, as appropriate, on the same day after reconnection.

Examinations in modern foreign languages

§ 14

Certification examinations in modern foreign languages may take place in the online mode on the basis of a resolution of the Coordinating Board for the Certification of Language Proficiency.

Final provisions

§ 15

At the request of the head of a teaching unit, the head of doctoral studies or the director of a doctoral school, respectively, the head of the organisational unit employing the teacher responsible for the given course shall be obliged to make available premises at the University of Warsaw equipped with adequate IT infrastructure enabling the teaching of classes as well as conducting examinations and credit assessment to be conducted in the online mode on the basis of a relevant regulation.

§ 16

The Ordinance referred to in § 5, section 3 concerning the academic year 2021/2022 shall be issued by 30 September 2021.

§ 17

The ordinance enters into force on the day it is signed.

Rector
of the University of Warsaw:
A. Z. Nowak