



**BIULETYN PRAWNY**  
**UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU**

**Year 2020; item 118**

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**ORDER No. 60**

**of the Rector of the Nicolaus Copernicus University in Toruń**

of 10 April 2020

**on providing teaching classes in a remote mode**

Pursuant to Art.52.3 of the resolution No. 37 of the Senate of the Nicolaus Copernicus University in Toruń of 16 April 2019 Statutes of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 120) and Art.2.1 of the Order No. 59 of the Rector of the Nicolaus Copernicus University in Toruń of 10 April 2020 on preventing the spread of the SARS-CoV-2 virus among members of the community of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2020, item 117)

**it is ordered** as follows:

Article 1

1. For the period from 11 April 2020 until revoked the principles of providing teaching classes in a remote mode, hereinafter referred to as "the principles", shall be introduced at the Nicolaus Copernicus University in Toruń.
2. The principles shall apply to the provision in a remote mode in the Nicolaus Copernicus University in Toruń, hereinafter referred to as "the University", of classes that result from the curricula in higher education - 1-cycle degree programs, 2-cycle degree programs, long-cycle master's degree programs, doctoral studies, doctoral schools, postgraduate studies and other forms of learning.
3. Remote classes can be delivered in an on-line (synchronous) or off-line (asynchronous) mode. The classes may be taught in a remote mode, regardless of whether such a mode is provided for in the learning program or curriculum (study program).
4. The classes referred to in Art.1.2 shall not be subject to the reduction in the number of ECTS credits laid down in the curriculum or study program which may be obtained as part of learning with the use of methods and techniques of distance learning.
5. Physical education classes shall be conducted in a remote mode in the existing class groups by the respective units delivering classes in the Toruń campus and the Bydgoszcz campus of the University.

Article 2

1. The decision on determining the subjects and courses to be taught in a remote mode by academic teachers and persons employed by the University under civil-law contracts shall be made by the dean of the faculty at which the courses are taught or the director of the didactic unit at the University.
2. Information on the subjects and classes to be taught in a remote mode and teachers conducting the said classes shall be posted and updated without delay by the dean on the faculty website.

### Article 3

1. The teacher conducting didactic classes in a remote mode shall be obliged to prepare appropriate teaching materials necessary to obtain learning outcomes assigned to a given subject.
2. The teacher conducting didactic classes in a remote mode shall be responsible for the substantive content included in the materials for these classes.
3. The teacher conducting the class shall be obliged to inform the participants of a given group without delay about the chosen mode of remote teaching by means of e-mail sent via the USOS-web system.
4. The teacher shall keep the participants informed about the stages of course implementation on an ongoing basis and shall provide the participants with the feedback on their learning progress.
5. The teacher conducting didactic classes in a remote mode shall provide appropriate methods for the verification of learning outcomes and shall regularly monitor and document the learning process of the course participants.
6. Where external tools are used, the teacher conducting the classes shall also be responsible for:
  - 1) making the tool available in compliance with the law, including in particular copyright and personal data protection law;
  - 2) providing access to the tool for class participants in compliance with the law and free of charge;
  - 3) proper securing and archiving of teaching materials and the course in terms of verification of the learning outcomes achieved by the participants and the assessments of accreditation committees.
7. When organizing classes in a remote mode, the teacher should take into account technical limitations of the participants. In the event of technical limitations which make it impossible to participate in distance learning classes, the participant is obliged to report this fact without delay to the teacher and arrange with him/her other rules of settling the student's work within the framework of a given subject.
8. The student has the right to receive support from the teacher and the University ( via the University Centre for IT Services (*pl. Uniwersyteckie Centrum Komputerowe*)) in operating the learning support system in a remote mode.
9. The student is obliged to:
  - 1) participate in didactic classes organized in a remote mode in accordance with the rules laid down by the teacher conducting the class, pursuant to the study rules, subject to Art. 3.7,
  - 2) do all the assignments specified by the teacher conducting the class.

#### Article 4

1. In the event that the mode of teaching is changed to a remote one, it is possible to adjust the requirements for crediting the course to the changed mode of delivering classes. The teacher conducting the class shall enter the said changes into the syllabus.
2. In the case of classes conducted in a remote mode, which will enable the verification of the achievement of all learning outcomes assumed for these classes, the teacher conducting the class is obliged to present to the participants by 15 May 2020 the method of crediting the class which shall be adequate for remote learning should it be not possible to organise classroom-based crediting and examinations.
3. The coordinator of the course shall adjust the conditions of the crediting of the class to the changed mode of providing these classes in consultation with the participants and taking into account the chosen mode of remote teaching. The course coordinator shall inform without delay the dean responsible for students and education of the adjustment of course requirements to the changed mode of providing classes.
4. Adjusting the requirements for crediting the course to the changed mode of providing classes requires the acceptance of persons supervising the proper conduct of the teaching process referred to in Art. 7.1.
5. It is allowed to conduct the diploma examination via an online contact between the diploma candidate and the examination board with simultaneous direct transmission of images and sounds according to the rules defined in a separate order of the Rector.

#### Article 5

1. The following tools are recommended for remote teaching:
  - 1) Moodle e-learning platform;
  - 2) BigBlueButton video conferencing system;
  - 3) Microsoft Teams.
2. Technical support for teachers conducting teaching activities in a remote form with the use of the tools referred to in Art.5.1 shall be provided by the University Centre for IT Support (*pl. Uniwersyteckie Centrum Informatyczne*).

#### Article 6

1. The schedule of delivering classes in a remote mode shall be determined by the faculty dean or the director of the university didactic unit.
2. During the period referred to in Art.1.1, office hours and consultations of staff members shall take place in a remote mode. The staff member shall inform class participants via the USOSweb about the dates and mode of consultations provided in a remote mode.

#### Article 7

1. Supervision over the proper provision of the teaching process with the use of remote modes of teaching shall be exercised by the dean of the faculty in consultation with the head of doctoral studies - in the scope of education in doctoral studies; the head of the

doctoral school - in the scope of education in doctoral schools; the head of post-graduate studies - in the scope of education in post-graduate studies.

2. An employee of the dean's office designated by the dean or an employee of the university unit office designated by the director of that unit (remote learning coordinator) shall keep records of the classes and people who provide teaching in a remote mode in relevant degree programs.

#### Article 8

1. Teachers who have started conducting remote classes will be allowed to complete the learning process before the date provided for in Order No. 70 of the NCU Rector of 30 May 2019 on the organization of the academic year 2019/2020 (Biuletyn Prawny UMK of 2020, item 93) on the condition that they have provided the participants with the opportunity to achieve the expected learning outcomes.
2. Didactic classes delivered in a remote mode from 26 March 2020 pursuant to order No. 39 of the NCU Rector of 24 March 2020 on providing teaching classes in a remote mode (Biuletyn Prawny UMK of 2020, item 93) and pursuant to this order shall be settled in accordance with the original allotment of didactic classes as set out in the individual workload sheet of an academic teacher on condition that participants have been provided with the opportunity to achieve learning outcomes prescribed for the course and that the class has been entered into the records and approved pursuant to the principles laid down in Art.8.3 and Art. 8.4.
3. An academic teacher conducting classes in a remote mode shall submit without delay a written report on the completion of the said classes to the dean or to the director of the university didactic unit respectively. The report shall be drawn up in accordance with a template specified by the dean or director of the university didactic unit having completed all classes delivered in a remote and traditional mode scheduled for the academic year 2019/2020.
4. On the basis of the report referred to in Art. 8.3, the dean or director of the university didactic unit respectively, shall confirm, pursuant to the separate regulations in force at the University, the provision of classes.
5. In the case of classes conducted in a remote mode by persons employed by the University under civil law contracts, the provisions of Art. 8.3 and Art. 8.4 shall apply accordingly.

#### Article 9

The Dean, in consultation with the supervisor of the internship, may decide to shorten the duration of the internship covered by the curriculum, specifying another alternative way of achieving the expected learning outcomes, or take a decision on recognising the existing internship and specifying the method of completing the missing learning outcomes arising from the internship.

#### Article 10

In the period referred to in Art.1.1, Order No. 25 of the Rector of the Nicolaus Copernicus University in Toruń of 21 March 2016 on the principles of assigning and conducting classes with the use of distance learning methods and techniques at the Nicolaus Copernicus University in Toruń shall not apply (Biuletyn Prawny UMK of 2016 r., item 87)

#### Article 11

The Order becomes effective as of 11 April 2020.

**R E C T O R**

**Prof. dr hab. Andrzej Tretyn**