

**Directive of the Rector of the Medical University of Lodz
no 29/2020 of 30 March 2020**

**on the implementation of study programs in connection with prevention, counteraction
and eradication of the SARS-COV-2 virus spread among members of the community of the
Medical University of Lodz**

Based on Article 50 it. 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), § 12 it. 3 and § 13 it. 2 of the Statute of the Medical University of Lodz of 27 June 2019, as amended, in connection with the entry into force of the Act of 2 March 2020 on special solutions related to the prevention, counteraction and eradication of COVID-19, other infectious diseases and infection-related crisis situations (Journal of Laws, it. 374), of the Directive of the Minister of Science and Higher Education of 23 March 2020 regarding temporary limitation of functioning of some entities of the higher education and science system in relation to prevention, counteraction and eradication of COVID-19 (Journal of Laws it. 511, as amended) and in connection with the Directive No. 20/2020 of 10 March 2020 of the Rector of the Medical University of Lodz on preventing the spread of the SARS-COV-2 virus among members of the community of the Medical University of Lodz, as amended (i.e. Directive No. 22/2020 of 11 March 2020), I order as follows:

§ 1

General Provisions

1. The Directive defines the implementation of the study program, including the mode of crediting didactic classes, in individual fields of study, using methods and techniques of distance education at the Medical University of Lodz, hereinafter referred to as "the University".
2. Until further notice, the University suspends didactic classes conducted in direct contact with the student as part of first-cycle, second-cycle and long-cycle master studies.

§ 2

Responsibilities of an academic teacher

1. Academic teacher conducting classes is obliged in particular to:
 - 1) prepare and transfer didactic materials to students and representatives of individual years of study via the Virtual University;
 - 2) develop and provide students with a detailed description of the assumed learning outcomes and methods of their verification - if there were changes in the syllabus as a result of using distance learning methods and techniques;
 - 3) reliably conduct classes and present students with an accurate distance work plan using available tools;
 - 4) prepare didactic materials ensuring each student's workload in class, in accordance with the number of hours assigned in the timetable and program of study, and verification of student learning outcomes;
 - 5) enable students not participating in classes, whose absence has been justified, access to educational content offline;
 - 6) take care of communication between students and groups of students with whom they have classes;
 - 7) report to course coordinators, at the end of each month, the status of activities completed in implementing the education process using distance learning methods and techniques; the documentation should confirm the regularity of contacts and

interactions with students, by means of webinars, Microsoft Teams tools, Skype, e-mail, Virtual University, and others. The report for the month of March should be submitted no later than on 7 April 2020.

2. In order to enable all students the participation in didactic classes using distance learning methods and techniques, they should be taught by academic teachers on the dates and times provided for in the study timetable.
3. An academic teacher who is the course coordinator, on the basis of the reports referred to in § 1 p. 7, submits to the Vice-Dean responsible for a given field of study, by the 7th day of the following month, a summary report on the status of activities completed in implementing the education process using distance learning methods and techniques. The report for the month of March should be submitted no later than by 14 April 2020.

§ 3

Responsibilities of a student

1. Student is obliged in particular to:
 - 1) participate in all indicated forms of classes in a way allowing to obtain the required number of ECTS points;
 - 2) obtain credits and pass examinations in the mode indicated by the course coordinator;
 - 3) timely perform and properly report all tasks specified by the academic teacher;
 - 4) justify absences from classes;
 - 5) make up for absences from classes in the mode agreed with the academic teacher.

§ 4

Crediting didactic classes

1. Student's participation in didactic classes conducted using distance learning methods and techniques is compulsory.
2. The student's absence from classes may constitute the basis for failing the course.
3. Crediting didactic classes takes place on the principles set out in the Rules and Regulations of studies, however the form of credit or exam may be changed accordingly. This rule also applies to the readmission exam, conditional credit test/exam, Examination Board credit test/exam.
4. It is recommended to conduct credit test and exams by course coordinators via online tools that allow student identification during the exam in real time (Microsoft Teams, Skype); the course coordinator may also delegate another academic teacher with relevant knowledge to conduct exams or credit tests.
5. The program contents that will not be implemented using distance learning methods and techniques, due to the impossibility to carry them out in this form and those not implemented for other reasons, will be implemented at a different time, not later than before the start of the new academic year, i.e. until 30 September 2020.

§ 5

Volunteering

1. A rule is introduced to justify the student's absence from classes resulting from volunteering through the University, related to the announced state of the epidemic.
2. Verification of cooperation as a volunteer between the student and the institution will be based on a signed contract between the parties.
3. Volunteering students may be allowed to get credit for a part of classes or groups of classes shaping practical skills, including practical classes and vocational trainings to which learning outcomes were assigned in the study program, covering practical skills which they acquired during volunteering.

4. The credit referred to in it. 3 is granted by the course coordinator in consultation with the appropriate Vice-Dean responsible for education, after analyzing the work carried out as part of volunteering.

§ 6

Final provisions

1. In individual student matters related to didactic classes and crediting them within the scope not regulated by this Directive, the decision shall be taken by the appropriate Vice-Dean, whose duties include student affairs.
2. In matters not covered by this Directive the Rules and Regulations of Studies shall apply.
3. The Directive enters into force on the day of its signing and is valid from 12 March 2020 until further notice.

THE RECTOR prof. Radziszlaw Kordek MD, PhD

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