

**Directive of the Rector of the Medical University of Lodz
no. 47/2020 of 22nd May 2020**

**on conducting examinations and credit tests in connection with prevention of the
SARS-COV-2 virus spread among members of the community of the Medical
University of Lodz**

Based on Art. 50 it. 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, it. 85, as amended), § 12 it. 3 and § 13 it. 2 of the Statute of the Medical University of Lodz of 27th June 2019, as amended, in connection with § 1 it. 3 of the Directive of the Minister of Health of 23 March 2020 on the temporary limitation of the functioning of medical universities in relation to the prevention, counteraction, and eradication of COVID-19 (Journal of Laws it. 515, as amended), I order as follows:

§ 1

Subject of regulation

1. The Directive defines the mode of verification of the learning outcomes during the period of suspension or limitation of the University's functioning due to an epidemic threat of SARS-CoV-2, consisting of conducting examinations and credit tests provided for in the study programs, completing specific classes in the academic year 2019/2020, outside the University buildings, using information technology which ensures control of the verification of achieved learning outcomes and its registration, i.e. in the so-called remote mode.
2. In matters not covered by the Directive, the Rules and Regulations of Studies shall apply to examinations and credits.

§ 2

General provisions

1. Exams and credit tests provided for in study programs are conducted in a remote mode, as oral exams or tests, with the exception of exams and credit tests carried out in accordance with the provisions in § 5.
2. To conduct exams and credit tests in a remote mode, hereinafter referred to as "remote exams and credit tests", it is recommended to use the Microsoft Teams and Microsoft Forms applications available as part of MS Office 365 package, Big Blue Button system, MOODLE platform, Testportal.pl or another system accepted by the Vice-Dean or Dean of the Faculty.
3. A student taking a remote exam or credit test is required to consent to the registration of its course. The right to register a remote exam or credit test is granted only to the academic teacher conducting the remote exam or credit test, hereinafter referred to as the "examiner", who is required to secure the recorded file against unauthorised access of third parties.

4. During the remote exam or credit test the use of scientific aids and electronic devices used for copying or transferring information is strictly forbidden.
5. Failure to log in by the student during the remote exam or credit test is treated as failure to take the remote exam or credit test. If it is unjustified, the student receives an unsatisfactory grade. The student is obliged to inform the examiner about the reason for not taking the remote exam or credit test not later than within three business days from the date of the remote exam or credit test.
6. If it is found that a student's failure to take a remote exam or credit test was justified, the course coordinator sets a new date for the remote exam or credit test and informs about its mode; a remote exam or credit test taken at a new date is treated as being conducted at the proper time.
7. The rules specified in points 1-6 also apply to re-enrolment exams, conditional exams as well as exams before Examination Board.

§ 3

Course of a remote exam or credit test

1. The condition for conducting a remote exam or credit test is access of both the teacher and the student to devices with access to Microsoft Teams application tools that allow two-way audio / video transmission in real time.
2. Before starting the remote exam or credit test the examiner is obliged to verify the student's identity and to make sure that the student has no communication option with third parties or unauthorized materials restricting his/her independence during the remote exam or credit test.
3. The examiner can verify the student's identity by calling the student within the audio / video connection in the Microsoft Teams application and simultaneously checking his photo in the UXP system.
4. Webcams and microphones of all persons taking part in the remote exam or credit test should be turned on throughout the entire duration of the remote exam or credit test.
5. A student participating in a remote exam or credit test should direct the webcam so that his face occupies at least 40% of the area covered by the camera.
6. Both before and during the remote exam or credit test, the webcam image should be unprocessed; it is forbidden to use additional functions of the application used during the remote exam or credit test and so is the use of additional software that allows you to modify the image, add background or other graphic effects.
7. The examiner may at any time oblige the student to provide, by means of a camera, an image of the room in which the student is located and his computer's desktop.
8. Failure to comply with the examiner's instructions and failure to comply with the obligations arising from this paragraph may constitute grounds for interrupting the remote exam or credit test and cancelling its result.
9. Detailed guidelines on how to conduct remote exams or credit tests are determined by course coordinators in consultation with the relevant Vice-Dean or Dean of the Faculty.
10. Students with limited access to the internet or those who do not have the necessary devices and cannot log into the e-learning platform for the duration of the remote exam or credit test are obliged to submit a written request to the Vice-Dean or Dean responsible for student matters via e-mail asking for a change of the mode of taking

the exam or credit test and organising a room on the University's premises where they will be able to take the exam or credit test subject to § 5 point 4.

11. The written request referred to in point 10, must be submitted no later than 5 days before the date of the remote exam or credit test.

§ 4

Technical problems during a remote exam or credit test

1. If there are technical problems causing the connection to break during the remote exam or credit test, the student is obliged to re-establish the connection within 10 minutes.
2. If technical problems prevent the student from continuing the examination or credit test, the student is obliged - within not more than one hour of their occurrence - to send to the address of the relevant Dean's Office a message containing a description of the situation and a screenshot of the desktop of the computer (made in a way that allows user identification) on which the student passes the remote exam or credit test.
3. The message must be sent from the domain address stud.umed.lodz.pl.
4. If technical problems are accepted as an excuse, the remote exam or credit test should be repeated at another time agreed with the examiner. In this case, the student does not lose the exam or credit test date.

§ 5

Conducting an exam or credit test at the University

1. In justified cases, due to the specifics of the subject, at the request of the subject coordinator submitted to the Dean, after an agreement with the supervisor of the year or the group representative, an examination or credit test may be conducted on the University's premises.
2. The Dean informs the Rector about conducting an exam or credit test on the University's premises.
3. The subject coordinator is responsible for conducting the exam or credit test on the University's premises, subject to sanitary procedures guaranteeing the safety of the examiner and students.
4. Exams and credit tests will be conducted on the University's premises after lifting the sanitary restrictions, based on the principles set out in separate regulations.

§ 6

The Directive enters into force on the day of its signing.

THE RECTOR: *prof. Radziław Kordek, MD, PhD*

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