

Circular No. 5
of the Vice-Dean for Education of the Faculty of Social Sciences
of the University of Wrocław
of the 28th May 2020

**on terms and organisation of operation of the Faculty of Social Sciences in the conditions
of prevention, counteracting and fighting COVID-19 during suspension of traditional
teaching**

According to art. 23 section 2 item 2 of the Act of 20th July 2018 – Law on Higher Education and Science (Journal of Laws of 2020 item 85, as amended) and art. 79 section 7 of the Act of 16th April 2020 on special support instruments in relation to spread of SARS-CoV-2 virus (Journal of Laws of 2020, item 695), in relation to the Act of 2nd March 2020 on special solutions related to prevention, counteracting and fighting COVID-19, other infectious diseases and resultant crisis situations (Journal of Laws of 2020, item 374, as amended), regulation of the Minister of Science and Higher Education concerning temporary restrictions of functioning of some entities within the higher education and science system related to prevention, counteracting and fighting COVID-19 of 23rd March 2020 (Journal of Laws of 2020, item 511, as amended) and of 21st May 2020 (Journal of Laws of 2020, item 911) and Regulations of the Rector of the University of Wrocław: Regulation no. 62/2020 of 20th May 2020 concerning conditions of completion of studies in the academic year of 2019/20; Regulation no. 63/2020 of 22nd May 2020 concerning terms of functioning of the University of Wrocław; and considering announcements and recommendations of the Chief Sanitary Inspector, the following provisions are introduced:

§ 1

1. At the Faculty of Social Sciences, until the end of the summer term of the academic year of 2019/2020, all courses held using distance learning methods and techniques will be held in this form until they are completed with a credit or exam.
2. Forms of completion of classwork and of passing exams defined by instructors should allow for verification of learning outcomes provided for in syllabuses of the courses. Distance form is the obligatory form of verification of learning outcomes.
3. The date of completion procedure or exam is set and announced by the instructor, who informs students of the form and IT tools to be used for the task or exam. Seven days before the scheduled date of the completion procedure or exam the instructor notifies students of the date and hour of commencement and duration of the completion procedure or exam.
4. Before commencing the completion task or exam, a student taking the task or exam by distance means, declares that during the task or exam they will not use assistance of third parties or any applications or materials to assist answering the given questions. The declaration is made orally to the instructor or examiner.
5. During the completion task or exam, a student is obliged to remain by themselves in the room from which they connect with the instructor or examiner.
6. The student is obliged to ensure good audibility of speech, and the camera of the device used should display their face and hands throughout the duration of the exam.
7. If the instructor or examiner notices that the student fails to observe rules of the right behaviour during a completion procedure or exam, e.g. after three warnings, the

instructor or examiner may stop the procedure or exam and grade the student's performance as unsatisfactory.

8. If connection is lost during a completion procedure or exam, the instructor or examiner decides, whether the prior course of the task or exam until such interruption allows for grading the task or exam and resolves to:
 - 1) finish the completion task or exam and grade it,
or
 - 2) continue the completion task or exam after the connection is restored and ask new questions,
or
 - 3) declare necessity to repeat the completion task or exam.
9. If during the completion task or exam, connection is lost due to reasons beyond the student's control, then the student is entitled to one additional term of passing or examination.

§ 2

1. At the Faculty of Social Sciences, the organization of the academic year, defined by the Announcement of the Rector of the University of Wrocław of March 27, 2019, remains in force.
2. Expanding the date for completion of courses or exams is possible exclusively upon the Dean's consent, but no longer than until the end of the retake exam session.
3. If classes or internships cannot be organised in the summer term of the academic year of 2019/2020, the Vice-Dean may resolve to shift such classes or internships to the academic year of 2020/2021 upon a request from the Director of the Institute/Head of the Chair in charge of the course in question.
4. In the summer exam session of the academic year of 2019/2020, exams, including final bachelor or master exams, are held by distance means. Another form of an exam requires the Dean's consent granted upon analysis of conditions of ensuring safety of participants of such an exam (Attachment No. 1).

§ 3

1. In the case of completion procedures or exams held by distance means, IT tools applied should allow for recording of the procedure or exam.
2. The recording can only be used as evidence in the event of a student's request for a commission check of the learning outcomes obtained.
3. It is absolutely necessary to observe the rule that one recording covers only a person or a group of people participating in the procedure of checking learning outcomes.
4. The instructor is responsible for recording the completion task or exam and by taking part in the task or exam by distance means, the student consents to such recording. The recording of the course of the completion procedure or exam should contain an uninterrupted recording of the task or exam in real time. After finishing the recording, the instructor or examiner immediately contacts the IT Section by sending an e-mail to

wns.si@uwr.edu.pl notifying the IT Section that the recording made should be archived or secures a copy of the recording on a carrier which cannot be accessed by third parties.

5. A copy of the recording is stored for two weeks from the date of the completion procedure or exam, after which it is to be deleted.

§ 4

1. If the instructor proposes a traditional form of the completion task or exam (at the campus), they need to obtain the Dean's consent, taking into account the relevant preparation of safety conditions for participants of the completion procedure or exam, as defined in § 5. Consent to a traditional form involves the instructor's obligation to offer a possibility of distance form of completion procedure or exam to the students.
2. In the case of distance form of verification of learning outcomes, if a student reports problems because they do not have access to a computer or internet connection of relevant bandwidth or for other important reasons, such student may apply for a change of the form of the completion task or exam to the traditional form (at the campus) by filing the relevant application (Attachment no. 2 or Attachment no. 3, respectively). The decision is made by the Director / Head of the Institute / Chair in charge of the course in question, upon analysing the instructor's opinion and based on whether it is possible to ensure secure conditions for participants of such a completion procedure or exam.

§ 5

1. In the case of completion procedures or exams at the campus, the *Environmental Guidelines concerning partial restoration of the activities at colleges and universities* by the Chief Sanitary Inspector should be observed unconditionally.
2. Responsibility for observance of the *Guidelines...* is borne by the Director/Head of the Institute/Chair in charge of the field of study in question. The Director/Head submits for the Dean's approval the detailed description of how epidemiological security shall be ensured at the respective unit no later than one week before the date of the exam or completion procedure. Organisation of a completion procedure or exam at the campus is possible exclusively upon obtaining this approval.
3. Especially:
 - 1) Only people wearing face and mouth masks may enter the building in which the exam / completion task will take place.
 - 2) There must be a container with disinfectant at the entrance to the building.
 - 3) Everyone who enters the building with the intention of taking part in the completion procedure or exam must provide the instructor with a signed statement that they are not in quarantine and do not live with a person in quarantine and that they have no symptoms suggestive of coronavirus infection (Attachment No. 4).
 - 4) The building where the completion task or exam procedure is held, must ensure conditions allowing for maintaining the distance of 2 metres between students while waiting for the procedure.
 - 5) At the entrance to the room where the procedure will take place, there must be a container with disinfectant liquid.

- 6) In the room where the completion task or exam will take place, participants of the procedure must maintain the distance of at least 2 metres in all directions. There may not be more people in a room than 1 for every 7m² of room surface.
- 7) Rooms and equipment inside must be disinfected before and after the procedure. The room must be aired at least once every hour.
- 8) Students and instructors are not allowed to bring any movable objects other than those necessary for participation in the completion task or exam procedure. All objects, including mobile telephones, should be stored in a designated place, as communicated to the instructor by the Director/Head of the Institute/Chair in charge of the field of study in question or in sterile, sealed bags.
- 9) There must be a separate room in the facility where the person in whom symptoms of coronavirus infection occur should be placed until the arrival of medical services. The person in the room must have access to a toilet intended solely for their use.

§ 5

1. The Vice-Dean for Education is entitled to binding interpretation of the provisions of this circular.
2. Provisions of this circular come to force on the day of their announcement and remain in force until 30th September 2020, unless cancelled.

Attachments:

Attachment No. 1 Student's application for a change of the completion procedure's form from distance means to traditional form

Attachment No. 2 Student's application for a change of the exam's form from distance means to traditional form

Attachment No. 1 Student's application for a change of the final exam's form from distance means to traditional form

Annex 4 Declaration on health and quarantine