Annex to the Rector's Order no. 32/2020 of 23.04.2020

**Regulations For Organization Of Didactic Classes**

**Using Distance Learning Methods And Techniques**

**At The Medical University Of Bialystok**

**§1**

1. The Regulations specify the rules for organizing and conducting classes using distance learning methods and techniques at the Medical University of Bialystok.

**§2**

1. Classes using distance learning methods and techniques can be conducted at the Medical University of Bialystok, at all fields of study and educational levels,
conducted in the form of full-time or part-time studies,
at the doctoral school, doctoral studies and post-graduate studies, if the character of education allows it.
2. The number of ECTS points that can be obtained as part of classes using distance learning methods and techniques cannot be greater than 50% of the number of ECTS points necessary to complete studies at a given level, subject to sections 3 and 4.
3. In the case of study courses conducted in accordance with educational standards, the maximum number of ECTS points that can be obtained as part of classes using distance learning methods and techniques
is specified in the Regulation of the Minister of Science and Higher Education of 26 July 2019 on the standards of education preparing for practicing the profession of a medical doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic (Journal of Laws, item 1573, as amended).
4. In the case of studies which started before the academic year 2019/2020, the number of hours of classes at full-time and part-time courses conducted using distance learning methods and techniques, may not be greater than 60% of the total number of hours of classes specified in the study programs.
5. All didactic classes may be conducted using distance learning methods and techniques, subject to section 6.
6. In the case of practical skills classes, the use of distance learning methods and techniques should only support the implementation of these classes. The above exclusion does not apply in cases where it is not possible to conduct classes using traditional forms of education.
7. Didactic classes using distance learning methods and techniques can be conducted:
	1. exclusively via electronic media, or
	2. partly at the headquarters of the Medical University of Bialystok using traditional forms of education, partly at a distance, via electronic media.
8. Information on classes conducted using distance learning methods and techniques should be included in the subject syllabus. In the event of special circumstances, the Rector may decide about conducting in this form classes in the traditional form of education.

**§3**

1. Academic teacher or other person entrusted by the Medical University of Bialystok (University) with conducting didactic classes is responsible for the proper substantive preparation of classes conducted using distance learning methods and techniques in accordance with the study program. Whenever the regulations refer to an academic teacher, the entries should be applied accordingly to other persons entrusted with teaching classes at the University.
2. Academic teacher is also responsible for enabling the participants to achieve the assumed learning outcomes by providing specific verification methods.
3. Academic teacher conducting classes is obliged to:
4. providing teaching materials necessary for the program implementation,
5. monitoring activity of class participants,
6. communicating with class participants in a determined way (electronically)
7. informing class participants about the form of obtaining credit for the subject,
8. consultations with class participants.
9. complying with copyright and related rights when creating and using teaching materials
10. In order to verify the learning outcomes achieved by class participants during classes conducted using distance learning methods and techniques, the academic teacher may conduct knowledge tests.
11. The University may organize verification of achieved learning outcomes specified
in the study program, in particular carry out tests and exams necessary to complete specific classes as well as diploma exams, outside the University's headquarters using information technology ensuring control of their course and registration. Rules for verifying achieved learning outcomes in the manner referred to in the first sentence are provided by the University in the Public Information Bulletin on its website.

**§4**

1. Class participant is obliged to participate in classes using distance learning methods and techniques, and to participate in the verification of learning outcomes in accordance with the principles specified in §3 section 4 and 5.
2. Class participant is obliged to comply with the rules specified by academic teachers related to the implementation of didactic classes conducted using distance learning methods and techniques.
3. Class participant is entitled to use the materials and teaching aids made available using distance learning methods and techniques, and help from academic teachers in the range related to the implementation of the teaching process carried out through the use of distance learning methods and techniques.
4. Class participant has no right to provide unauthorized persons with access to teaching materials
and aids, as well as personal data obtained in connection with the implementation of classes using distance learning methods and techniques.

**§5**

1. Deans of faculties supervise the conduct of classes using distance learning methods and techniques at the faculties.
2. Head of the organizational unit which employs the academic teacher conducting these classes
is responsible for the substantive supervision of didactic classes conducted using distance learning methods and techniques. In particular, head of the unit:
3. approves the admission of teaching materials to be made available using distance learning methods and techniques,
4. supervises didactic classes conducted using distance learning methods and techniques,
5. provides ongoing control of the learning progress of class participants, verification of learning outcomes by carrying out tests and exams completing given classes.

**§6**

1. Hours of didactic classes conducted using distance learning methods and techniques in full-time or part-time studies may be settled as part of the annual teaching load.
2. One hour of didactic classes implemented using distance learning methods and techniques corresponds to one hour of classes conducted using the traditional method.

**§7**

1. Teaching materials disclosed using distance learning methods and techniques are protected by copyright to the extent specified in the Act of 4 February 1994 on Copyright and Related Rights (i.e. Journal of Laws of 2019, item 1231, as amended).
2. Academic teacher is responsible for the content of teaching materials, disclosed using distance learning methods and techniques, resulting from the Act on Copyright and Related Rights of 4 February 1994.
3. Teaching materials are disclosed as part of classes conducted using distance learning methods
and techniques only to persons participating in these classes.
4. Class participant's use of teaching materials provided using distance learning methods and techniques contrary to their intended use or their disclosure to unauthorized persons is a violation of the provisions in force at the Medical University of Bialystok and may be subject to disciplinary liability.

**§8**

In the academic year 2019/2020, starting from 12 March 2020 all permits granted to reduce the size of student groups are withdrawn.