

**ORDINANCE NO. 11
OF THE VICE-DEAN FOR STUDENT AFFAIRS
OF THE FACULTY OF ECONOMIC SCIENCES
OF THE UNIVERSITY OF WARSAW**

of 28 June 2021

**on the conduct of classes
in the winter semester of the 2021/22 academic year**

Pursuant to Article 6 s. 1 of the Rules of Study at the University of Warsaw, constituting an annex to Resolution No. 441 of the Senate of the University of Warsaw of 19 June 2019 on the adoption of the Rules of Study at the University of Warsaw (UW Monitor 2019, item 186), the Vice-Dean for Student Affairs of the Faculty of Economic Sciences decides as follows:

§ 1

This directive defines the rules for the organization of education in the winter semester of the 2021/2022 academic year:

- 1) in first-cycle studies;
- 2) in second-cycle studies.

§ 2

- 1) Lectures, seminars, tutorials, laboratories, and workshops are conducted in the stationary mode, subject to § 3.
- 2) Diploma seminars may be held either in the stationary (subject to § 3) or hybrid mode or remotely. The decision about the form shall be made by the teacher and communicated by them to the enrolled students to the seminar before the commencement of the semester.
- 3) Weekly office hours (at least one clock hour per week) may be held either in the stationary (subject to § 3) or hybrid mode or remotely. The decision about the form shall be made by the teacher. The information about the form shall be up-to-date and made visible on the Faculty's website.

§ 3

The EUH may decide that the classes listed in § 2 s. 1 and 2 are conducted with the use of distance learning methods and techniques:

- 1) when the remote mode of conducting classes will be due to the epidemic situation;
- 2) in the case when lectures are planned in the class schedule twice upon the request of the course coordinator(s), one of the lectures may be conducted in the remote mode;
- 3) in the event when classes cannot be held in the stationary mode as a result of, among others, a failure to obtain a visa by a foreign student beyond their control;
- 4) because of the specificity of a given course; when particular modern teaching techniques are used in classes, and they cannot be used in the stationary classes, provided that the change of the form will not adversely affect meeting the learning outcomes stated in the syllabus of the course.

§ 4

Detailed guidelines for conducting classes in a remote mode are specified in the annex to this directive.

§ 5

The directive shall enter into force on the day of its signing.

dr Dominika Gadowska – dos Santos
the Vice-Dean for Student Affairs
of the Faculty of Economic Sciences
of the University of Warsaw

Annex to the ordinance no. 11
of the Vice-Dean for Student Affairs
of the Faculty of Economic Sciences of the University of Warsaw
of 28 June 2021 on the conduct of classes in the winter
semester of the 2021/22 academic year

**DETAILED GUIDELINES FOR
CONDUCTING CLASSES IN A REMOTE MODE
IN THE WINTER SEMESTER OF THE 2021/22 ACADEMIC YEAR
AT THE FACULTY OF ECONOMIC SCIENCES
OF THE UNIVERSITY OF WARSAW**

THE FORM OF THE CLASSES

1. The basic form of conducting classes remotely is real-time videoconference according to the class timetable (synchronous classes).
2. Not more than 1/5 didactic hours in the case of tutorials, classes, workshops, seminars, and no more than 1/3 didactic hours in the case of lectures of a given course may be conducted asynchronously, which means that the classes shall be recorded by the lecturer and the recording shall be shared for a specified period of time (minimum one week). It shall also be ensured that the students have on-going contact with the lecturer to ask questions about the recorded material. Asynchronous activities shall lead to the implementation of learning outcomes provided for the given course.
3. Classes conducted in a synchronous and asynchronous form shall be held regularly, with clear information on the implementation of subsequent class topics.

THE CLASS VENUE

4. Remote classes may be conducted:
 - a. from anywhere using own equipment;
 - b. from the rooms in the premises of the WNE with the use of own equipment and/or departmental one, in compliance with sanitary requirements. At the Faculty, lectures have at their disposal several classrooms with the necessary equipment to conduct remote classes (including two rooms, among others, lecture rooms with interactive monitors or rooms equipped with a computer, camera, and microphone). Persons teaching classes are asked to check the availability and book these rooms by sending a message to the following address: zajeciazdalne@wne.uw.edu.pl.

SYLLABUS

5. Before the commencement of the classes, the teacher shall update the course syllabus and include all relevant information related to the scope of the class materials, the form of the course implementation, tools used, rules for attendance verification, rules crediting the course adequate to the form of classes. It is recommended that the positions on the compulsory reading list are available in electronic form.

TOOLS

6. Each course conducted with the use of distance teaching methods and techniques shall have a common remote space available to conduct classes and place materials and tasks on the e-learning platform Moodle. To create such a space on the platform one needs to contact the IT Services by sending a request to the following address: moodle@wne.uw.edu.pl.
7. Meetings in the form of a videoconference shall be conducted using unified tools (a link to these meetings shall be posted on the course website on the Moodle platform) that are recommended by the University of Warsaw. These are:
 - a. Google Meet (up to 100 class participants)
 - b. Big Blue Button (up to 100 class participants)
 - c. Microsoft Teams (up to 300 class participants)
 - d. Zoom (*Basic* license – up to 100 class participants, *Advanced* license – up to 300 class participants)
8. At the beginning of a series of classes in a given course where videoconferencing is used, the teacher shall establish together with the group the rules for using the camera during the class, considering all the related consequences for both, students and themselves.

TECHNICAL ASPECTS

9. Students and teachers shall use e-mail addresses in the UW domain for correspondence concerning classes or logging into remote class tools. These may be @uw.edu.pl, @wne.uw.edu.pl, @mimuw.edu.pl, and @wz.uw.edu.pl for teachers, and @student.wne.uw.edu.pl and @student.uw.edu.pl for students. Such an e-mail address shall also appear in the USOS system.