



UNIWERSYTET JAGIELLOŃSKI
W KRAKOWIE

75.0200.40.2020

**Ordinance No 41
of the Rector of the Jagiellonian University
of 29 April 2020**

On: the rules of organizing the verification of the learning outcomes specified in the study programme with the use of information technologies regarding the prevention, counteracting and combating COVID-19

On the basis of the Art. 23 section 1 with reference to the Art. 76a of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. of 2020 item 85 as amended) and the Art. 2 of the regulation of the Minister of Science and Higher Education of 23 March 2020 on the temporary limitation of functioning of some entities of the higher education and science system regarding the prevention, counteracting and combating COVID-19 (Dz. U. of 2020 item 511 as amended) I hereby order as follows:

Art. 1

1. Until 30 September 2020 under the first-, second- and long-cycle studies (hereinafter referred to as studies) it shall be allowed to organize the verification of the learning outcomes specified in the study programme, in particular conduct completion of semester and final exams for particular classes, outside the premises of the Jagiellonian University with the use of information technologies providing control of their progress and registration.
2. Until 30 September 2020 it shall be allowed, in consultation with a student, to organize the diploma exam outside the premises of the Jagiellonian University with the use of the information technologies providing control of their progress and registration.
3. The supervisory duties regarding proper conduction of completion of the semester and final exams for particular classes with the use of the information technologies shall be conducted by a dean or a person authorised by the dean, and a director/head in case of entities other than an extra- or inter-faculty.
4. The supervisory duties regarding proper conduction of the diploma exam with the use of the information technologies shall be conducted by a dean or a person authorised by the dean.
5. Guidelines regarding the organization and conduction of the completion of the semester and final exams referred to in the section 1 and 2 with the use of the information technologies shall be set out in the annex.
6. The following information technologies are recommended:
 - 1) Pegaz e-learning platform (with the BigBlueButton system) – technical support by eLearning Centre;
 - 2) Office365 (in particular MS Teams) – technical support by Computer Network Department.
7. A dean after receiving an opinion of the Faculty's Student Government Council, by arrangement with the Vice-Rector for Educational Affairs, may define additional

requirements and guidelines regarding the manner of conduction of completions of the semester and final exams by the faculty and allow the use of other information technologies for verification of learning outcomes provided that they do not generate costs relating to purchase of hardware and software by students, meet the conditions specified in the section 1 and 2 and provide the personal data protection. In case of absence of aforementioned opinion within 3 days from the delivery of this request, the requirement of the consultation shall be regarded as fulfilled.

8. In case of an adaptation of the final exam or completion of semester to the needs of persons with disabilities the information technologies suited to such persons recommended by Disability Support Service shall be used.

Art. 2

1. In order to verify the learning outcomes in a manner specified in the Art. 1 it shall be allowed to modify the forms and methods of verification of the learning outcomes and requirements for completion of a class specified in the syllabus.
2. The modifications referred to in the section 1 require approval of the dean after receiving the opinion of the Faculty's Student Government Council which may submit their comments within 3 days from the delivery of the request for opinion. The modifications require an acceptance of the Vice-Rector for Educational Affairs in case of failure to take the comments of the Faculty's Student Government Council into account.
3. In case of classes organized by extra- or inter-faculty entities the modifications referred to in the section 1 or guidelines referred to in the Art. 1 section 7 shall be introduced by the director/head of this entity after receiving the comments of the president of the Student Government and acceptance of the Vice-Rector for Educational Affairs.
4. Information regarding modifications and dates of conclusions of semester and final exams shall be immediately send to students via USOSweb or Pegaz platform and announced on the website of the faculty/extra- or inter-faculty entity not later than one month before the first exam or conclusion of the semester for a particular class. In duly justified cases, with the consent of the Faculty's Student Government Council/a president of the Student Government, this date may be reduced.

Art. 3

In order to provide security of personal data and verification of the identity of students, employees and other persons conducting classes it is mandatory to use the email under the uj.edu.pl domain.

Art. 4

The ordinance shall enter into force on the date of the signature.

Rector

Prof. dr hab. med. Wojciech Nowak

Guidelines regarding the organization of the verification of the learning outcomes specified in the study programme with the use of the information technologies

1. Conduction of the completions of the semester and final exams for particular classes (hereinafter referred to as exams):

- 1) Before the conduction of an exam the identity of all students taking the exam should be verified, in particular through the use of login mechanism with the the central student e-mail ID;
- 2) if the progress of the exam is registered in the form of a record, it has to be stored for 14 days from the date of the exam;
- 3) considering the proper control of the exam progress the number of students taking the exam has to be adjusted to the capacity of the information technology;
- 4) in case of irregularities being found during the exam, an examiner, after warning a student-infringer, may order the termination of the exam for this person;
- 5) in case of termination of the exam for the reasons beyond the control of the student or the examiner, if the exam cannot be resumed, the exam shall be retaken on other date.

2. Conduction of a diploma exam:

- 1) It is advised to conduct the diploma exam with the use of the information technologies available under Office 365, in particular MS Teams. A dean in consultation with a thesis supervisor and a student select the information technology;
- 2) a person designated by the dean, who is not a member of the committee, shall be present during the diploma exam in order to provide a technical support (hereinafter referred to as “technical support”);
- 3) the diploma exam shall be registered;
- 4) in order to take the diploma exam the student shall:
 - a) have a device allowing the use of chosen information technology, equipped with a camera and a microphone and have an access to the Internet providing appropriate audio and video quality,
 - b) prepare a room in which shall take the diploma exam, where no other person and multimedia devices (in particular telephones tablets etc.), except the device used to take the exam, shall be present. The presence of other persons shall be allowed, if it is a result of the diploma exam adaptation rules for persons with disabilities determined with Disability Support Service, with maintaining of safety conditions regarding the state of epidemic threat or the epidemic state;
- 5) before the diploma exam the committee shall verify the identity of the student and inform the student about the rules of the conduction of the exam;
- 6) the committee is entitled to verify the conditions regarding the room in which the student takes the exam. Failure to meet the conditions of the room set by the committee results in a suspension of the exam. The student is obliged to alter the room so that it meets the regulations set by the committee. In case of refusal or lack of ability to meet the regulations set by the committee, the diploma exam shall not be conducted. A dean, in consultation with the president of the committee and the student, sets a new date of the exam.
- 7) During the diploma exam the student is obliged to share audio and video (it is not allowed to turn off the camera or turn off or mute the microphone) and continuously be in the frame of the camera. Upon demand of the committee the student shall share the screen of the device, if the information technology used provides such functionality;

- 8) failure to meet the conditions of the diploma exam set by the committee, being the consequence of the student's culpable action, results in the termination of the exam. The dean, according to the Art. 21 section 7 of the Regulations of Studies, shall set second date of the exam;
- 9) In case of disconnection between the student and the committee during the diploma exam, for the reasons beyond the control of the student or the committee, it is necessary to immediately attempt to reconnect. If the reconnection is not possible, the exam has to be taken on other date;
- 10) after conduction of the diploma exam and evaluation the exam it is necessary to immediately notify the student about the results via the information technology used to conduct the exam;
- 11) the recording of the diploma exam progress shall be stored until the approval of the diploma exam protocol by all members of the committee.