

Annex to the Rector's Order 36/2020 of 30/04/2020

Consolidated text

Order no. 23/2020

of the Rector of the Medical University of Bialystok

of 25.03.2020

on the prevention, counteraction and combat of COVID-19 at the Medical University of Bialystok

Pursuant to Article 21 section 1 point 2 of the Statute of the Medical University of Bialystok, the Act of 2 March 2020 on specific solutions related to the preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal Of Laws of 2020, item 374, as amended) and the Regulation of the Minister of Health of 23 March 2020 on the temporary limitation of the functioning of medical universities in relation to the preventing, counteracting and combating COVID-19 (Journal Of Laws of 2020, item 515, 574,645,744), the following is ordered:

§ 1

1. All internal and external conferences, festivities and events organized by the University are cancelled.
2. Business trips and participation in conferences of employees, doctoral students and students of the Medical University of Bialystok are suspended.
3. Arrivals of visitors from abroad to the University are suspended.
4. Accommodation of new people in student dormitories is suspended and visits are banned. Non-compliance with the ban and the Student Dormitory Regulations may result in a sanction in the form of the student's eviction. If SARS-CoV-2 virus infection is suspected in a person living in the student dormitory, the necessity to quarantine the entire student dormitory is expected.
5. Students and doctoral students accommodated in Student Dormitories, in accordance with the GIS (Chief Sanitary Inspector) recommendation, should return to their place of permanent residence. Students who cannot return to their homes have the right to remain in the Student Dormitories on the current terms. Before deciding to return to the Student Dormitory, please contact the head of the Student Dormitory to determine the quarantine rules.

§ 2

(Deleted)

§ 3

1. Recruitment schedule for studies and doctoral school at the Medical University of Bialystok, in the academic year 2020/2021 will be implemented in accordance with the resolutions of the Senate of the MUB of 29 April 2020.
2. In the period from 26 March 2020 to 24 May 2020, education shall be suspended:
 - studies,
 - post-graduate studies,
 - other forms,
 - education of doctoral students implemented as part of the classes.
3. During the period referred to in section 2, classes will be conducted using distance learning methods and techniques, regardless of whether it was included in the given study program.
4. Verification of learning outcomes specified in the study program, in those cases where possible, should be carried out outside the University, with the use of information technologies ensuring control of the course of achieved learning outcomes verification and its registration.
5. In the case of conducting education in studies in accordance with paragraph 3, there are no restrictions on the number of ECTS points that can be obtained as part of education using distance learning methods and techniques specified in study programs.
6. The Regulations for the organization of didactic classes conducted using distance learning methods and techniques at the Medical University of Bialystok, as well as the principles of verification of learning outcomes achieved using distance learning methods and techniques at the Medical University of Bialystok are set out in separate regulations.

§ 4

1. In the period from 12 March until further notice, the implementation of all educational forms is suspended under projects co-financed from external funds, including EU funds, directed to employees, students, doctoral students, high school students, i.e. trainings, workshops and laboratory classes, study visits, practices, internships, post-graduate studies or summer schools, counseling, etc., excluding forms of support that can be implemented using distance learning methods and techniques or blended learning.

2. In the period from 26 March 2020 to 24 May 2020, students' academic activities are suspended. Doctoral studies students and doctoral school students who have under their care children under 8 years of age may during the suspension of didactic and educational activities in kindergartens, schools and educational establishments, perform the necessary scientific work outside the headquarters of MUB. Doctoral students who want to exercise this right should inform their academic supervisor and the relevant Dean's Office.
3. The suspension of education does not limit the conduct of scientific activity and distance education by university employees and doctoral students, including the preparation of teaching materials. Didactic, scientific and organizational activities should be conducted taking into account the provisions of this order.
4. All materials for classes will be made available in electronic form.
5. Academic teachers and doctoral students implementing internships in the form of teaching classes or participating in conducting them are obliged to conduct didactic classes, covering the curriculum, using distance learning methods and techniques.
6. Students and doctoral students are obliged to participate in all the classes provided for a given course and year of study, or the Doctoral School, using distance learning methods and techniques.
7. Heads of individual organizational units of the MUB are obliged to organize and supervise the education process using distance learning methods and techniques, with the support of the IT Department.
8. In order to ensure communication of students and doctoral students with dean's offices, it is recommended to use electronic means (including scans) and telephone. Correspondence in paper form should be kept to a minimum and submitted only to the Main Office.
9. Student and doctoral student is obliged to immediately inform the appropriate dean's office (e-mail, telephone) about hospitalization in connection with suspected infection caused by SARS-CoV-2 virus, as well as about quarantine or sanitary observation. Dean's office should immediately forward this information to the Student Affairs Department.

§ 5

1. Employees shall be obliged to limit their mutual direct contact at work to a minimum.
2. To ensure communication, it is recommended to use the EZD (Electronic Document Management) platform, e-mail correspondence and telephone.

3. Correspondence in paper form, including the ones to university organizational units, should be submitted only to the Main Office.
4. Documents and letters addressed to the Employee Affairs Department, containing personal data should contain the sender's designation and be forwarded with the annotation "personal data" in a way that makes it impossible for third parties to read their content, e.g. in sealed envelopes. The above also applies to other paper documents addressed to other University units containing personal data.
5. Employee is obliged to immediately inform the employer (mail, phone) about hospitalization in connection with suspected infection caused by the SARS-CoV-2 virus, as well as about quarantine or sanitary observation. The information should be provided to the head of the unit in which the employee is employed and the Employee Affairs Department.
6. In the period from 26 March 2020 to 24 May 2020, the working time of University employees is on average 6 hours a day. Employees who are not academic teachers, with the exception of employees employed in guarding property, have the following working time schedule: from Monday to Friday from 8:30 to 14:30.
7. For employees who are not academic teachers, there is a possibility of downtime referred to in art. 81 of the Labour Code. Decision regarding downtime is made by the Chancellor alone or at the request of the supervisor of an employee who, despite being ready to work, does not perform it due to the lack of tasks. Employee is entitled to remuneration for the downtime determined in accordance with art. 81 of the Labour Code.

§ 6

1. The activity of the Main Library of MUB is suspended.
2. The deadlines for returning books falling within the period of suspension of classes at the University will be automatically extended until 31 May 2020. No fees will be charged for keeping books during this time;
3. Bibliometric analyses can be ordered only by e-mail: agnieszka.janucik@umb.edu.pl or by phone 85-748-54-49. Prepared analyses will be sent to the official e-mail address of the person concerned within the specified deadline.

§ 7

The activity of MUB sports facilities is suspended.

§ 8

The activity of the MUB Museum of the History of Medicine and Pharmacy is suspended.

§ 9

1. From 26 March 2020 to 24 May 2020, the functioning of the University is limited by limiting the obligation of university employees to perform work in their area, except when it is necessary to ensure the continuity of the University's operation.
2. Starting from 7 May 2020, employees who are not academic teachers may, with the consent of the Chancellor, perform work outside the University. To obtain the consent of the Chancellor, an employee's application must be accepted by the immediate supervisor. In the application, the employee should indicate the scope and deadline of activities/tasks to be performed outside the University, while the immediate superior is obliged to provide information about the possibility of carrying out tasks outside the University and ensuring supervision of their performance.
3. An employee who works outside the University is obliged to submit a report on the performed activities to the supervisor on a daily basis by e-mail. At the request of the Chancellor, the immediate superior of an employee performing work outside the University is obliged to send the reports referred to in the previous sentence.
4. In order to work outside the University, employees who do not have work mobile phones are asked to provide their superiors with other phone numbers to ensure work-related contact. Supervisors are required to store and use other phone numbers provided only for the necessary contact while employees are working outside the University.
5. Persons working outside the University area perform their duties in accordance with the supervisor's instructions and are available at official e-mail addresses and at agreed phone numbers during working hours.
6. It is unacceptable to use private mailboxes for work-related purposes.
7. Matters should be handled electronically using official email, the EZD system or other dedicated systems, or by phone.
4. At the request of heads of organizational units, if it is necessary to enable work outside the University, designated employees will be given access to the EZD system.
5. Documents are signed using an electronic signature, including a qualified electronic signature.

6. In the internal circulation, documents should be agreed via the EZD system, by phone or email.
7. Settlement of matters with the participation of customers is permissible, only if the case is urgent and there is no possibility of settling it "at a distance".
8. People who have overdue holiday leaves are recommended to use them - in consultation with the head of the unit.
9. (Deleted)
10. Entrances to buildings and movement within buildings should be kept to a minimum.
11. Employees are obliged to comply with the principles of personal data protection, professional secrecy and work health and safety, also in the case of working outside the University.
12. Any problems related to the implementation of the provisions of this order, and thus the activities of the University should be directed to the following address: rektor@umb.edu.pl, or biuro.kanclerza@umb.edu.pl
13. Rules of performing duties in clinical hospitals and in other medical entities employing academic teachers are determined by hospital directors and doctors managing individual hospital units.

§ 10

1. The order is valid until 24 May 2020.
2. In the case of issuing a regulation of the Minister of Health extending the period of temporary limitation of the functioning of medical universities, this order shall apply in the period indicated in the regulation of the Minister of Health.

Rector

prof. dr hab. Adam Krętowski