**Order No. 28/2021**

**of the Rector of the Medical University of Bialystok**

**dated 01.04.2021**

**on the rules for the verification of the achieved learning outcomes with the use**

**of distance learning methods and techniques at the Medical University of Bialystok**

Pursuant to art. 76a of the Act of 20 July 2018 – The Law on Higher Education and Science
(i.e. Journal of Laws of 2021 item 478), §1 section 3 of the Regulation of the Minister of Health of 16 October 2020 on temporary restriction of the functioning of medical universities in relation to
preventing, counteracting and combating COVID-19 (Journal of Laws item 1833 as amended) and §21 section 1 point 2 of the Statute of the Medical University of Bialystok, I order as follows:

**§1**

The following rules for the verification of the achieved learning outcomes using distance learning methods and techniques shall be adopted at the Medical University of Bialystok:

# Formative assessment of the learning outcomes achieved remotely

1. The academic teacher / instructor shall provide regular feedback to the participants on their learning progress.
2. The University’s distance learning platform or other dedicated tool shall be provided to store feedback on the learning progress.
3. The academic teacher / instructor shall set online consultation date for the class participants.
4. All activities related to monitoring the verification of the learning outcomes of class participants and providing feedback to them shall be recorded on the university's distance learning platform or using another dedicated tool.

# Summative assessment of the learning outcomes achieved remotely

1. For a given group of learning outcomes in the scope of knowledge, skills and social competences assigned to a subject conducted remotely, the academic teacher is obliged to define the methods and criteria for its verification and to pass them on to the class participants.
2. The verification of formal learning outcomes, in distance learning, is carried out in accordance with the regulations in force at the University, and if the verification is conducted:
3. on-site, at the University premises, in the form of an examination
and oral or written final assessment, specified by the head of the unit,
4. online - using IT tools suitable for verifying a given type of the learning outcome.
5. In the event of conducting classes with the use of distance learning methods and techniques, the verification of the learning outcomes specified in the study programme, in particular the final assessments and examinations, may take place outside the University premises by means of electronic communication.
6. Passing exams and obtaining credits for all classes conducted
using distance learning methods and techniques specified
in the semester study plan is compulsory and subject to settlement
in accordance with the rules set out in the University study regulations or other relevant regulations.

# Organisation and conduct of exams and final assessments using IT tools.

1. The condition for taking an exam or a final assessment with the use of IT tools is:
	1. meeting the requirements for admission to the exam or the final assessment
	2. having an account in the format studentid@student.umb.edu.pl
2. The date, the exact form of the exam or the final assessment and the duration are specified by

the examiner or the person performing the final assessment in the announcement published on the website of the unit or sent by e-mail to the class participants, at least 7 days before the exam / assessment.

1. In the event of an exam or a final assessment carried out with the use of IT tools, failure to take the exam or the assessment shall be deemed as not reporting to the exam or the assessment.
2. Before starting the exam or the final assessment, the identity of all participants has to be verified by using the platform's login mechanism.
3. Results of the exam in an electronic form are stored on the same terms as the exams conducted on-site.
4. Rules regarding the exams using IT tools shall apply accordingly to retake exams and exams conducted before the examination board.
5. In the case of exams and final assessments, the main tool to verify passing the exam session is information obtained from the exam/assessment report in the Bazus system.
6. The Dean of the Faculty may, in agreement with the Vice-Rector for Education, specify additional requirements and guidelines regarding the way to conduct exams and final assessments as well as allow the use of other information technologies to verify the achieved learning outcomes, provided that they do not require bearing the costs of license purchase by students and ensure protection of personal data,
as well as provide control over the verification of achieved learning outcomes and meet the necessary safety requirements.
7. during the verification of the learning outcomes by means of electronic communication, the rules below have to be followed:
8. it is forbidden to record the course of examinations and final assessments, unless it is particularly justified – in this case, permission of the Dean of the Faculty is required, and in the case of the Doctoral School – the Director of the Doctoral School,
9. it is not allowed to verify one's identity by showing the student's/doctoral student's identity document, e.g. ID card or student ID card, to the webcam,
10. it is forbidden to share links to classes to unauthorised persons and publish these links on social media (e.g. Facebook, LinkedIn, Twitter) or elsewhere,
11. materials related to the verification of learning outcomes should only be sent via the e-learning platform,
12. personal data sets should not be send via the
e-learning platform.

**§2**

During the verification of the achieved learning outcomes using the distance learning methods and techniques at the Medical University of Bialystok, students, doctoral students and postgraduate students are under obligation to comply with the Order no. 25/2019 of the Rector of the Medical University of Bialystok dated 28.03.2019 on the prohibition of using unauthorised assistance during examinations.

**§3**

The Rector's Order no. 37/2020 dated 30.04.2020 on the rules for the verification of the achieved learning outcomes with the use of distance learning methods and techniques at the Medical University of Bialystok shall expire.

**§4**

The Order comes into force on the date of signing, with the effect from 1.04.2021.

Rector

prof. dr hab. Adam Krętowski