Appendix no. 1 to Order no. 75/ 2024 of the Rector of the Medical University of Bialystok from 13 June 2024

RULES AND REGULATIONS FOR THE ORGANISATION OF TEACHING ACTIVITIES CONDUCTED USING METHODS AND TECHNIQUES OF DISTANCE LEARNING AT THE MEDICAL UNIVERSITY OF BIALYSTOK

# § 1 General Provisions

1. The hereby Regulations shall specify:
2. the rules of organization and conduct of classes with the use of methods and techniques of distance learning,
3. the tools that enable conduct of classes with the use of methods and techniques of distance learning,
4. duties of academic teachers or other persons conducting classes with the use of methods and techniques of distance learning,
5. duties of students participating in classes conducted with the use of methods and techniques of distance learning.
6. Terms applied in the hereby Regulations shall signify:
7. person conducting classes – academic teacher or another person delegated to conduct classes,
8. synchronic manner of conducting classes – classes conducted online in real time with participation of the person who conducts classes as well as students, ensuring the possibility of ongoing interaction between the person conducting classes and students,
9. asynchronous manner of conducting classes – classes realized on a learning platform remotely on the basis of own work of the student with the use of didactic materials made available by the person conducting classes, prepared in a manner that ensures control of progress made by the student and verification of achieved learning outcomes, occurring without interaction in real time between the person conducting classes and the students,
10. distance classes – classes realized as part of the subject forming part of the curriculum of studies/doctoral studies, conducted with the use of methods and techniques of distance learning in a synchronic or asynchronous manner, in line with the schedule of classes in a given academic year.

# § 2 Principles of organization and conduct of classes with the use of methods and techniques of distance learning

1. Classes with the use of methods and techniques of distance education may be conducted at the Medical University of Bialystok in all majors and at levels of studies conducted in the form of full-time or part-time studies, in the doctoral school and on post-graduate studies if specificity of education allows for it and provided that all requirements specified in the Regulation of the Minster of Science and Higher Education from 27 September 2018 on studies, hereinafter referred to MSHE Regulation have been met (that is, Journal of Laws from 2023, item 2787 as amended)
2. The number of ECTS credits which may be obtained under education with the use of distance learning methods and techniques cannot exceed:
3. 50% of the number of ECTS credits necessary for completion of studies in a given field of level in case of practical profile of studies,
4. 75% of the number of ECTS credits necessary for completion of studies in a given field of level in case of general academic profile of studies

– subject to sec. 3 and 4.

1. In case of programmes conducted in accordance with the standards of education, the maximum number of ECTS points which may be obtained as part of classes with the use of methods and techniques of distance learning is defined in the Regulation of the Minister of Science and Higher Education from 26 July 2019 on the standards of education preparing for the conduct of the profession of medical doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and medical rescuer (that is, Journal of Laws from 2021 item 755 as amended).
2. In case of studies commenced prior to the academic year 2019/2020 the number of classes on full-time studies and part-time studies carried out with the use of methods and techniques of distance learning cannot exceed 60% of the total number of classes specified in the curriculum of studies.
3. In the period from the date of announcement of the state of epidemiological threat or state of epidemics until the end of semester in the course of which that state was recalled, the classes may be conducted regardless of whether it was anticipated in the curriculum of studies or not. The number of ECTS points assigned to distance learning classes in that period is not included in the number of ECTS points specified in sec 2.
4. Solely lectures may be conducted with the use of methods and techniques of distance learning, subject to sec. 7.
5. Section 6 shall not be applicable with respect to:
	1. classes covered by the project “Integrated Educational Programme with the use of innovative methods in the stemmatological team” for completion of the period of its duration;
	2. classes realized as part of the major of studies and cycle of education for which the Faculty Council has approved within the plan of studies the number and percentage of ECTS realized with the use of distance learning methods and techniques.
	3. seminars approved by the Dean of the Faculty or the Director of the Doctoral School, for which a justified request has been submitted by the head of the unit or course coordinator regarding the implementation of part or all of the hours using distance learning methods and techniques.
6. In case of classes designated to learn practical skills, the use of methods and techniques of distance education ought to solely support realization of these classes.
7. In case of conducting classes from a given subject separately for several groups of classes by the same or different persons conducting classes, one must maintain a uniform mode of conducting classes for all groups - with the use of methods and techniques of distance learning or without their use.
8. Hours of classes stemming from the curriculum of studies conducted with the use of methods and techniques of distance learning for full-time or part-time studies are settled as part of annual dimension of classes.
9. One hour of classes realized with the use of methods and techniques of distance learning corresponds to one hour of classes conducted via traditional methods.

# § 3 Principles of planning classes with the use of methods and techniques of distance learning

1. Until **30 April** of a given year, organizational units of individual faculties pass onto the relevant Deans information concerning the planned realisation of distance classes planned for the subsequent academic year.
2. Submission occur on the basis of forms constituting Appendix no. 1.1 to the hereby Regulations containing the following:
* faculty, major, form and level of studies;
* semester of studies where classes will be realized;
* subject name;
* Number of hours to be realized as part of classes in a division into traditional and distance forms.
1. Relevant Faculty Deans of studies are authorized to amend submissions in the scope of distance classes of which they subsequently notify the head of unit carrying out the submission.
2. The Faculty Dean's decision is passed onto the Centre for Teaching Excellence, the Planning and Teaching Workload Accounting Department and the relevant units no later than on **31 May** of the year in which a given academic year commences.
3. Lack of submission on the side of the unit within the term specified in sec. 1 shall result in lack of possibility for it to realize classes with the use of methods and techniques of distance learning in a given academic year subject to sec. 6
4. With the exception of situations, upon justified motion of the unit head, the Faculty Dean may undertake a decision on initiating the distance form of realizing classes in the course of an academic year.
5. The Office of Doctoral School is responsible for submissions to the Centre for Teaching Excellence and the Planning and Teaching Workload Accounting Department of subjects and lists of doctoral students from the Doctoral School.
	1. Lecturers at the Doctoral School submit applications in a written form concerning the possibility of conducting classes with the use of methods and techniques of distance education To the Office of Doctoral School within the term until 30 April of the year in which academic year related to the application commences.
	2. Doctoral School Director of the Medical University of Bialystok must express consent for the conduct of classes with the use of methods and techniques of distance education.
	3. Necessary data (year/semester, subject name, lecturer) ought to be handed over to the Centre for Teaching Excellence and the Planning and Teaching Workload Accounting Department no later than on **31 May** of the year in which a given academic year commences.
6. Subjects including current student lists are available on the educational platform Blackboard as part of integration with the dean’s office system Verbis Dean’s Office. Data updates in the scope of study plans and lists of students are the responsibility of relevant Dean's offices.
7. Organizational unit responsible for administrative service of post-graduate studies submits subjects and lists of students in case of post-graduate studies. Necessary data (name of studies, year/semester, subject name, lecturer) ought to be passed on no later than 7 days prior to the planned commencement of classes.
8. Administrative unit responsible for organizing courses and recruiting participants submits the programme, the lecturers and the participants of pre-courses. Necessary data (schedule of the course, list of participants, lecturer) ought to be passed on to the Centre for Teaching Excellence no later than 7 days prior to the planned commencement of classes.
9. Centre for Teaching Excellence is responsible for disclosing on the platform of subjects (courses) in line with the information specified in sec. 9-10 and for providing relevant subjects to relevant persons conducting classes.
10. As part of trainings preparing students to conduct distance classes prior to their commencement, the University ensures educational materials available in an electronic format (in the form of brief instruction or information or manual), especially containing information regarding technical aspects of participation in such classes with the use of a specific IT tool. In case of tools for distance learning used in the process of education for individual faculties, a given unit or lecturer shall be obliged to ensure access to such materials.

# § 4 Responsibilities of persons conducting classes

1. Classes with the use of methods and techniques of distance organization are realized by tutors who underwent a preparatory training for them.
2. The academic teacher or another person to whom the Medical University of Bialystok (University) has entrusted the conduct of classes is responsible for the substantive preparation of classes conducted with the use of methods and techniques of distance learning in line with the curriculum of studies.
3. The person conducting classes shall also be responsible for securing and archiving documentation, including didactic materials which enable verification of learning outcomes obtained by students, among others, for the needs of conducting assessment by the accreditation committees.
4. The person conducting classes is obliged to:
5. Provide didactic materials necessary for programme realization,
6. communicate with class participants in an established manner (electronically),
7. Notify participants of classes of the form of crediting the subject,
8. ensure the possibility of participation in on-call time or consultations conducted both in a stationary form and with the use of electronic communication means for distance classes’ participants,
9. ensure proper methods of verification of the learning outcomes through tests and exams and monitor the course of the learning process on an ongoing basis.
10. For the purpose of ongoing verification of the learning effects obtained by class participants during classes conducted with the use of methods and techniques of distance education, the person conducting classes may conduct knowledge-verifying tests.
11. Verification of achieved learning effects specified in the curriculum of studies occurs in line with the Order of the Rector no. 28/2021 from 1 April 2021 on the principles of verifying the achieved learning effects with the use of methods and techniques of distance learning at the Medical University of Bialystok.

# § 5 Obligations of participants of distance classes

1. A participant of distance classes shall be obliged to:
2. undergo preparatory training in order to be able to participate in the distance classes,
3. actively participate in distance classes specified in the curriculum,
4. familiarize with didactic materials made available by means of IT tools, as specified in § 6,
5. conduct distance tests, tasks and other forms of activities and knowledge verification actions which the person conducting classes assigns,
6. Account for the tasks and activities he or she conducted within the timeframes specified by the person conducting a given distance class.
7. Class participant is obliged to abide by the principles related to realization of classes conducted with the use of methods and techniques of distance learning established by class tutors.
8. Class participant shall be authorized to use materials and didactic aids and assistance on the side of the person conducting classes in the scope related to realization of the educational process realized with the use of methods and techniques of distance learning.
9. Class participant shall not be entitled to disclose materials, didactic aids or personal data obtained in relation to realization of classes with the use of methods and techniques of distance education to unauthorized persons.

# § 6 The tools that enable conduct of classes with the use of methods and techniques of distance learning

1. Distance classes and online verification of the assumed learning effects may be carried out with the use of IT tools offered as part of:
2. the university e-learning Blackboard,
3. university Office365 package, in particular MS Teams,
4. Other platforms and tools, provided that their use occurs on the basis of agreements concluded by the Medical University of Bialytok or its individual units with suppliers of such services or license for the use of a selected platform allows its use without the requirement of agreement conclusion and the tools guarantee safety and protection of personal data to persons participating in classes, in accordance with the Regulation of the European Parliament and Council (EU) 2016/679 from 27 April 2016 on protection of natural persons in relation to the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC (Official Journal of EU L No. 119, p. 1), in particular, agreement of entrustment of personal data processing was concluded as per Art. 28 sec. 3 of GDPR.
5. Regulations of IT tools specified in sec. 1 are available on websites of the relevant available platforms administered by the Medical University of Bialystok.
6. Technical support for persons conducting classes with the use of IT tools specified in sec. 1 ensures:
7. in case of point 1 – Centre for Teaching Excellence,
8. in case of point 2 – IT Department in the scope of access to the service, Centre for Teaching Excellence in the scope of assistance in the use of MS Teams application for distance learning,
9. in case of point 3 – person indicated by the Rector of the Medical University of Bialystok, Faculty Dean or a head of an university unit who concluded an agreement with the service provider or expressed consent for the use of the platform the use of which does not require conclusion of agreement.
10. At latest during the first class one must notify participants of:
11. the tools and resources used as part of the distance classes and the distance verification of learning effects;
12. the entity which shall be the recipient of their personal data.
13. In case of realizing distance classes or conducting distance verification of learning effects the Medical University of Bialystok shall not ensure equipment for distance learning, in particular, computers, laptops, tablets and other devices equipped in a microphone, loudspeakers and a video camera enabling transmission of sound and image as well as access to the internet outside of the University seat.

# § 7 Registering, recording, saving distance classes

1. It is forbidden to record (both vision and sound) the course of classes with students as well as exams and tests subject to sec. 2.
2. In particularly justified cases when the Faculty Dean, and in case of Doctoral School, Doctoral School Director, expresses consent for recording, it may occur subject to meeting all requirements specified in GDPR, in particular, when one of the legal grounds of Art. 6 of GDPR is in place, whilst maintaining the principles of Art. 5 of GDPR and the fulfilment of obligations stemming from Art. 13 of GDPR.
3. Registering, recording or saving in any other manner as well as storing, disclosing or distributing recordings from the transmission of distance classes by participants or tutors in all forms of distance verification of learning effects:
4. in case when the image or voice of the persons conducting classes is presented

– is allowed solely upon their consent;

1. in case when image or voice of the person participating in such classes is presented – it is allowed to switch them off pursuant to their consent, if necessary. Such consent must be voluntary and accountable.
2. Each time one must notify the participant of commencing registration (recording).
3. In case when classes/exams/tests are recorded, it is not allowed to verify identity through display by the student/doctoral student to the online camera of an ID document, i.e. personal identification card or student identification card.
4. Recordings may be disclosed solely as part of courses in which they have been registered for the purpose of enabling participants attending distance classes repetition or consolidation of knowledge.
5. Recordings must be stored in an encrypted form solely for the period necessary to achieve the designated goal, not exceeding the period of 12 months.

# § 8 Supervision

1. The head of organizational unit in which the person conducting such classes is employed supervises conceptually the classes conducted with the use of methods and techniques of distance learning. In particular, the unit head:
2. ensures information concerning organization and course of distance classes for students,
3. approves didactic materials disclosed with the use of methods and techniques of distance learning,
4. supervises classes conducted with the use of methods and techniques of distance learning,
5. supervises documenting realization of distance classes,
6. performs ongoing control over learning progress of class participants, including over final exams for given classes.

# § 9 Principles of legal protection of didactic materials

1. Didactic materials disclosed through the use of methods and techniques of distance education are protected by copyrights in the scope specified in the Act of 4 February 1994 on copyrights and the related rights (that is, Journal of Laws from 2021, item 1062 as amended).
2. The person conducting classes bears responsibility for the contents of didactic materials disclosed with the use of methods sand techniques of distance education stemming from the Act on copyrights and the related rights from 4 February 1994.
3. Didactic materials are disclosed as part of classes conducted with the use of methods and techniques of distance learning solely to persons participating in such classes.
4. Sec. 3 does not concern materials disclosed in the Repository of Teaching Materials introduced by means of Order no. 33/2021 of the Rector of the Medical University of Bialystok.
5. The use by the participant of classes of didactic materials transferred with the use of methods and techniques of distance learning in breach of their designation or disclosure to unauthorized persons shall constitute a breach of binding provisions at the Medical University of Bialystok and may be subject to disciplinary responsibility.

# § 10 Principles of personal data protection upon realizing classes and verifying the achieved learning outcomes of classes conducted with the use of methods and techniques of distance education at the Medical University in Bialystok

1. For the processing of personal data upon realization of classes and verification of the achieved learning outcomes of classes conducted with the use of methods and techniques of distance learning at the Medical University of Bialystok, provisions on protection of personal data have been introduced, including Regulation of the European Parliament and Council (EU) 2016/679 from 27 April 2016 on protection of natural persons in relation to the processing of personal data and the free flow of such data and repealing Directive 95/46/EC (hereinafter GDPR) and the principles of personal data protection introduced in this regard by the University.
2. The basic tool enabling conduct of classes, credits and exams in the e-learning form is the e-learning platform Blackboard. The supporting tools include, in particular, such applications as Microsoft Teams oraz Microsoft Forms, available as part of the MS Office 365 package and the Big Blue Button system (meeting.umb.edu.pl).
3. Teaching in the form of e-learning should be supported by platforms and tools made available by the Medical University of Bialystok - it is forbidden to independently use external tools and freely instal any software by users.
4. Users of e-learning tools are obliged to obtain authorization in the system through the use of individual login and password. It is not allowed to use accounts of other users as well as to disclose one’s account to third persons or to other users.
5. Users are obliged to use the platform solely for educational purposes. It is forbidden to use the platform in other purposes.
6. Placed on the platform and used in the process of education content of didactic materials ought to encompass the principles of personal data protection, in particular, the content ought to be effectively anonymised, that is, personal data must be removed from its entirety in a durable and irrevocable manner preventing their recreation and disabling identification of a specific natural person, also with the use of additional information.
7. Persons disclosing didactic materials on the platform shall bear the responsibility for damages caused by the content of didactic materials in relation to non-fulfilment of obligations stemming from GDPR.
8. Class participant shall not be entitled to disclose materials and didactic aids obtained in relation to realization of classes with the use of methods and techniques of distance education to unauthorized persons.
9. It is forbidden to disclose links to classes to unauthorized persons and to publish these links in the social media (such as Facebook, LinkedIn, Twitter) or in other locations.
10. It is forbidden to disclose didactic materials and other information concerning classes/exams/tests, in particular, containing personal data to unauthorized persons and to publish them in social media (i.e.: Facebook, LinkedIn, Twitter).
11. All didactic materials and other information must be sent solely by means of university systems.
12. In case of necessity to send personal data sets, they must be properly secured, i.e., through encryption.
13. The results of credits pursuant to exams/classes must be transferred in the form which does not identify specific students.
14. The e-learning platform enables individual transfer to student accounts of the results of exams and credits conducted on the platform and such transfer of results is recommended (the so-called centre for assessment is disclosed to tutors as part of each subject set up on the platform; in the student view it is only possible to view individual student learning results).
15. The platform is not designated to place results of exams and credits in the form of collective lists, especially, the platform does not serve the purpose of placing files with results of credit and exams conducted outside of it.
16. In all matters not resolved by the hereby principles, the provisions concerning data protection including GDPR and internal University regulations shall apply.

**Rector**

**prof. dr hab. Adam Krętowski**

Appendix no. 1.1 to the Rules And Regulations For The Organisation Of Teaching Activities Conducted Using Methods And Techniques Of Distance Learning At The Medical University Of Bialystok constituting appendix no. 1 to the Order no. 44/2024 of the Rector of the Medical University of Bialystok from 22 March 2024.

# Form for submission of classes conducted with the use of methods and techniques of distance education in the academic year..............

**Chair/Clinic/Lab/Study: ………………………………………………………………….**

**Data of the contact person concerning e-learning: email address:…………………. telephone:…………….**

| **Name of the programme of studies and the mode (full-time, part-time/English)** | **Level of studies** **(I, II cycle, long-cycle master’s degree, doctoral studies/doctoral school)** | **Year of studies** | **Subject name[[1]](#footnote-2)** | **Class types****(L - Lecture****S - Seminar****P - Practical Classes)** | **Number of hours in line with the** **Curriculum in total** | **Number of hours in line with the** **Curriculum in the full-time mode****[[2]](#footnote-3)** | **Number of hours in line with the** curriculum in the distance mode2 | **Class supervisor****(First name and surname) provided they are known as per the date of form submission** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| P |  |  |  |

Date and signature of unit head) ……………………………………………………………

1. Name of the subject is compliant with the curriculum of studies, subjects conducted at the English Division must be indicated in English [↑](#footnote-ref-2)
2. all boxes to be filled out (please indicate “0” values if the unit does not run classes in a given form [↑](#footnote-ref-3)