Appendix No. 1 to the Regulations for organisation of didactic classes conducted using distance learning methods and techniques at the MUB, which is an Appendix to the Rector's Order no. 74/2021 of 19.07.2021

REGULATIONS OF USE OF THE EDUCATIONAL PLATFORM
OF THE MEDICAL UNIVERSITY OF BIALYSTOK

# Chapter I

# GENERAL PROVISIONS

**§ 1**

Whenever Regulations refer to:

1. Student – should be understood as a student or Doctoral Student of the Medical University of Bialystok;
2. Listener – should be understood by this listener of postgraduate studies of the Medical University of Bialystok;
3. programme of studies – this should be understood as the programme of studies of the Medical University of Bialystok;
4. classes conducted in the form of e-learning – this should be understood as classes conducted using methods and techniques of distance learning;
5. credits and exams conducted in the form of e-learning – this should be understood as credits and exams conducted using methods and techniques of distance learning;
6. Academic teacher – this should be understood as an academic teacher or other person conducting classes in the form of e-learning;
7. University – this should be understood as the Medical University of Bialystok;
8. Platform – e-learning platform of the Medical University of Bialystok, a service containing e-learning educational resources;
9. e-learning educational resources – teaching materials placed on the platform and used in the learning process.

**§ 2**

1. The Department of Modern Education Methods and Techniques is responsible for the management, provision and development of the Platform, with the support of the IT Department and the Team
for Distance learning.
2. The tasks of the Department of Modern Education Methods and Techniques include
3. administering and moderating the Platform,
4. providing e-learning training opportunities, including Platform-based training for staff, students and other members of the University's academic community,
5. supporting members of the University's academic community in preparing e-learning educational resources and conducting e-classes using the Platform,
6. provision to the relevant University's authorities (Vice-Rector for education and the relevant Dean) information on the activities carried out on the Platform.
7. The tasks and responsibilities of the IT Department include among others integration of the platform with university systems, provision of the necessary data for the creation of user accounts and granting of appropriate permissions, backup of data, performance of system reviews and maintenance, and monitoring of access to data and measures to protect information systems.

**§ 3**

1. Platform user (hereinafter referred to as a user) is a person who has received access to the Platform.
2. Except para. 3 below, all Academic teachers, Students and Listeners have the right to access the Platform.
3. The right of access to the Platform is also granted to persons connected with the University by a civil contract after obtaining the consent of the head of the unit responsible for the implementation of the subject in the study program.

**§ 4**

1. Access to the platform requires logging in to the Platform using a login and password.
2. Authentication and authorization are performed using the appropriate user accounts and passwords.
3. Contact with users of the Platform is carried out using e-mail accounts of the University. For people outside the University's academic community, authentication and authorization are carried out using the login and password assigned when creating a user account within the University's information systems or recruitment (applies to postgraduate students, people associated with the University civil law contract).
4. Access to the Platform may, in justified cases, be suspended or withdrawn immediately, in particular because of:
5. finding that incorrect or false data has been entered in the user profile,
6. violations of the rules of use of the Platform - both those directly defined in the Regulations and arising from generally accepted rules of ethical behavior on the network, violation of the law, posting illegal content, inciting violence, promoting fascist content, etc.,
7. carrying out administrative or technical-organizational activities.
8. It is forbidden to use the accounts of other users, as well as to share your own account with third parties or other users.
9. The platform is available in Polish and English language versions (for students studying
in English).

# Chapter II

# OBLIGATIONS AND RIGHTS OF USERS

**§5**

1. The user is obliged to respect the restrictions imposed on the content and teaching materials made available to him / her within the Platform's resources, in particular, not to publish, not to make available and not to distribute them in any form outside the Platform without the explicit consent of the author.
2. User is responsible for the content and form of the materials posted by them on the Platform. Is obliged to properly describe the source of their origin and the rules for further use.
3. Posting statements, information and materials on the Platform means that you agree to their use by other users of the Platform who have access to e-learning educational resources.
4. Users are prohibited from taking actions that may result in:
5. risks to the security of information systems or the data stored therein,
6. obstacles to the use of Platform resources by other users,
7. violation of the privacy of other users, in particular by collecting, processing and disseminating information about other users on the Platform and outside the platform without their express written consent.
8. The administrator of the Platform shall not be liable for any violation of the law by users or any damage resulting from their activities, in particular for violation of personal property or copyright and related rights.
9. The User is obliged to apply the rules of personal data protection in force at the University.

**§6**

1. The Student/Listener is obliged in particular to:
2. have access to IT equipment with internet access enabling real-time bi-directional audio-video transmission;
3. prepare for e-learning activities;
4. active participation in classes, making full use of the tools made available by the University, referred to in § 2 para. 11 of the Regulations for organisation of didactic classes conducted using distance learning methods and techniques at the Medical University of Bialystok, in order to achieve the expected learning outcomes;
5. reading the teaching materials provided by the academic teacher and respect the copyright;
6. writing credit and examination papers independently – it is not allowed to consult during the credits or examination with bystanders or other persons examined, the use of scientific aids and electronic devices that allow data retrieval, communication or recording of images or sounds;
7. participation in discussion forums initiated by an academic Teacher;
8. observance of the rules of culture of behaviour and speech during classes, consultations, credits and exams.
9. The Student/Listener has the right to:
10. receiving teaching materials from the academic Teacher through the Platform;
11. receiving educational support from the academic Teacher, including answers to questions about the learning process and ongoing assessment of progress in the learning process;
12. receiving information about the form of passing classes;
13. consultation with the academic Teacher (during the time not allocated for the implementation of the study programme);
14. participation in discussion forums initiated by other Students/Listeners.
15. The academic Teacher is obliged in particular to:
16. have access to IT equipment with Internet access enabling real-time bi-directional audio-video transmission;
17. preparation of classes in accordance with the study programme and conduct of classes
in a way that enables Students/Listeners to achieve the intended learning outcomes;
18. providing Students/Listeners with the teaching materials necessary for the implementation of the study programme;
19. providing Students/Listeners with educational support, including answering questions about the learning process and the ongoing assessment of the progress of Students/Listeners in the learning process;
20. informing Students/Listeners about the form of passing classes;
21. providing Students/Listeners with consultations, including conducting substantive discussions, correcting errors, commenting on statements (during the time not allocated for the implementation of the study program, i.e. within the framework of the designated consultation);
22. motivate Students/Listeners to work actively and monitor their activity;
23. respect for copyrights when making available teaching materials necessary for conducting e-learning activities;
24. take the measures provided for in separate legislation actions against Students/Listeners who have committed copyright infringement, including plagiarism, and to prevent such practices among students;
25. making full use of the possibilities of the tools referred to in § 2 para. 11 of the Regulations for organisation of didactic classes conducted using distance learning methods and techniques at the Medical University of Bialystok, in order to ensure the highest quality of knowledge transfer, skills development and competence development;
26. compliance with the principles of a culture of behavior and speech during the conduct of classes, consultations, credits and exams conducted in the form of e-learning.

Chapter III

PLANNING AND ORGANISATION OF CLASSES

**§7**

1. By 30 June of each year at the latest, the research and teaching units shall inform the Department of Modern Education Methods and Techniques about the planned implementation of e-learning activities in the next academic year.
2. The application shall be made on the basis of a form containing at least:
* faculty, course, form and level of studies;
* semester of study at which classes will be conducted;
* name of the subject;
* form of classes (lecture/seminar/practical classes);
* number of hours to be completed in the framework of traditional and e-learning activities;
* form of credit;
* indication of the academic teachers authorised to conduct the classes.
1. The relevant Dean of the Faculty is entitled to correct the applications in the field of e-learning in individual fields of study.
2. The Department of Modern Education Methods and Techniques shall transmit to the relevant Deans a summary of the applications submitted by individual units in order to obtain confirmation from the Dean of the Faculty of compliance with the applicable regulations, including the provisions of § 2 para. 2 and 3 of the Regulations for organisation of didactic classes conducted using distance learning methods and techniques at the Medical University of Bialystok.
3. The decision of the Dean of the Faculty concerning the para. 4 shall be submitted to the Department of Modern Education Methods and Techniques and to the competent units no later than 31 August of the year in which the academic year begins.
4. In the case of subjects not declared under the procedure referred to in para. 1, it is necessary to obtain the consent of the head of the unit to conduct classes in the subject in the form of e-learning and to report to the Department of Modern Education Methods and Techniques and the relevant Dean's office no later than 2 weeks before the start of classes the information on the scope specified in para. 2.
5. In the case of postgraduate studies, the secretariat of studies is responsible for the submission of subjects and lists of Listeners. The necessary data (name of the course, year/semester, name of the subject, the teacher) should be submitted no later than 7 days before the planned start of classes.
6. The Department of Modern Education Methods and Techniques is responsible for the establishment of subjects (courses) on the Platform in accordance with the information referred to in para. 2 or 7 and making the relevant subjects available to the designated academic Teachers.
7. The academic Teacher responsible for the subject is responsible for updating the list of Students/Listeners within the subject (they can make appropriate changes such as adding / removing a Student/Listener themselves or report such need to the Department of Modern Education Methods and Techniques).
8. Classes on the Platform can be conducted in the form of synchronous or asynchronous communication.
9. The rules of verification of the achieved learning outcomes using methods and techniques of distance learning at the Medical University of Bialystok are defined by the Order no. 28/2021 of the Rector of the Medical University of Bialystok of 01.04.2021.
10. After the end of the academic year, the teaching materials made available in the framework of the e-learning course are automatically transferred to the archive. The academic Teacher shall also have access to archived materials.
11. Materials available to all users of the Platform may be made available within the Repository of teaching materials of the Medical University of Bialystok on the rules specified in the Rector's Order on the introduction of the Regulations of the use of the Repository of teaching materials on the educational platform of the Medical University of Bialystok.

## Rules of synchronous communication

**§ 8**

1. The academic Teacher can conduct classes, credits and examinations, as well as consultations with Students/Listeners in the form of synchronous communication, i.e. in real time.
2. Before taking a class, a credit or an exam in the form of
e-learning, the Student/Listener is obliged to:
3. prepare the room in which they will stay during classes, credit or examination, in such a way as to allow them to pass undisturbed;
4. prepare and check the audio-video equipment (microphone, camera) that they will use for communication;
5. turn off their mobile phone and do not use it during class, credit or examination;
6. turn on the audio-video function for the current attendance confirmation.
7. All classes conducted in the form of synchronous communication begin at a predetermined date (it is necessary to set up a dedicated session/meeting on-line).
8. It is recommended that the possibility to log in to the class is available a few minutes before the start of the class.
9. All actions within the audio-video contact should be carried out taking into account the possible delay in the transmission of data (sound, image) to other participants of the classes.
10. During the lesson, one should avoid leaving the computer or generating excessive noise, which could adversely affect communication between the teacher and the participants.
11. During classes, it is forbidden to record its course by recording picture, sound or picture and sound.
12. Participants are obliged to respect the principle of mutual respect, in particular by:
* hearing the statements of the participants;
* appropriate notification of willingness to speak;
* maintaining a culture of expression;
* do not interfere with the speech of the class participants.

## Rules of asynchronous communication

**§ 9**

1. The academic teacher conducting classes and Students/Listeners have the opportunity to also so-called asynchronous communication, i.e. communication outside the real time, in particular by:
2. participation in a dedicated course or organisational forum run by the Platform administrator, which discusses, in particular, issues related to the operation of the Platform;
3. participation in a thematic forum within the subject, in which in particular issues related to the subject of the course are discussed, including issues giving rise to doubts or difficulties;
4. adequately posting or using teaching materials;
5. ongoing verification of learning outcomes in the form of knowledge tests;
6. posting or completing assessment questionnaires, as appropriate.
7. Activities in the forums take the form of discussions and allow for the exchange of views and experiences and the clarification of doubts on substantive and organisational issues. These discussions can be initiated by both the academic Teacher conducting the class and the Students/Listeners.
8. The participation of the Student/Listener in the discussion initiated by the academic teacher is mandatory. Lack of activity (meaning at least logging in) may be considered as absence from class.
9. The academic Teacher shall have access at all times to all discussions within the subject they are conducting.

## Technical problems

**§ 10**

1. If a technical problem occurs during a class, a credit or an examination that causes the connection to be disconnected, the Student/Listener is obliged to attempt to reconnect.
2. If technical problems make it impossible to attend classes or to continue with a credit or examination, the student is obliged – within no more than one hour from the occurrence of the event – to send to the teacher conducting the classes and to the address ksztalceniezdalne@umb.edu.pl, a report containing a description of the situation and a so-called "computer screenshot" confirming technical problems (made in such a way as to identify the user).
3. Report referred to in para. 2, must be sent from an address in the domain of umb.edu.pl.
4. If the report of technical problems is accepted by the academic Teacher responsible for the subject, the absence will be excused accordingly, or the credit or examination will be repeated at another appointed time. In this case, the student does not lose the deadline for passing or passing the examination

## Preparatory training for e-learning activities

**§ 11**

1. Academic teachers are required to complete training in preparation for conducting e-learning classes, to familiarize themselves with instructions and guidelines for conducting classes, to operate the Platform and communicators.
2. Training referred to in para. 1 are organized cyclically, and information about them is published on the Internet portal of the University, at: <https://www.umb.edu.pl/ksztalcenie_zdalne>.
3. Students/Listeners are required to complete training in preparation to participate in e-learning classes, to read instructions and guidelines on the use of the Platform and communicators within the framework of classes.
4. Training referred to in para. 1 are organized cyclically, and information about them is published on the Internet portal of the University, at: <https://www.umb.edu.pl/portal_edukacyjny_umb>.
5. Current individual support is provided by the Department of Modern Education Methods and Techniques. Contact on weekdays from 7:30 AM to 3:30 PM by phone +48856865249 and +48856865250; e-mail: ksztalceniezdalne@umb.edu.pl