Appendix to the Rector's Order no. 74/2021 of 19.07.2021

REGULATIONS FOR ORGANISATION OF DIDACTIC CLASSES

CONDUCTED USING METHODS AND TECHNIQUES

OF DISTANCE LEARNING AT THE MEDICAL UNIVERSITY OF BIALYSTOK

**§1**

1. The Regulations determine the rules for organising and conducting didactic classes
using methods and techniques of distance learning at the Medical University
of Bialystok.

**§2**

1. Didactic classes using methods and techniques of distance learning can be conducted at the Medical University of Bialystok, at all fields of study and levels of education, conducted in the form of full-time or part-time studies, at the doctoral school, at doctoral studies and postgraduate studies, if the character of education allows it.
2. The number of ECTS points that can be obtained as a part of classes using methods and techniques of distance learning cannot be greater than:
3. 50% of the number of ECTS points required to complete studies at a given level in the case of studies with the practical profile,
4. 75% of the number of ECTS points required to complete studies at a given level in the case of studies with a general academic profile - except para. 3 and 4.
5. In the case of courses conducted in accordance with educational standards, the maximum number of ECTS points that can be obtained as a part of classes using methods and techniques of distance learning is specified in the Regulation of the Minister of Science and Higher Education of 26 July 2019 on standards of education for the professions of doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic (i.e. Journal of Laws of 2021, item 755).
6. Number of teaching hours in full-time and part-time studies, conducted using distance learning methods and techniques, in the case of studies started:
7. before the academic year 2019/2020 – cannot be greater than 60% of the total number of didactic classes hours specified in the study programmes,
8. in the academic year 2019/2020 – cannot be greater than 50% of the total number of didactic classes hours specified in the study programmes - except para. 3.
9. During the period from the date of the announcement of the state of epidemic emergency or the state of the epidemic until the end of the semester during which this state was cancelled, classes can be conducted in the form of e-learning, regardless of whether this was foreseen in the study program.
10. Number of ECTS points allocated to e-learning activities during the period referred to in para. 5, shall not count towards the number of ECTS points referred to in para. 2.
11. Using methods and techniques of distance learning can be conducted any didactic classes, except para. 8.
12. In the case of practical skills-building activities, using distance learning methods and techniques should only be supportive of the implementation of these activities. The above exemption does not apply in cases where it is not possible to carry out didactic classes using traditional forms of education.
13. Didactic classes using methods and techniques of distance learning can be conducted:
	1. solely through electronic media, or
	2. partly at the headquarters of the Medical University of Bialystok using traditional forms of education, partly at a distance, via electronic media.
14. Information about classes conducted using methods and techniques of distance learning should be included in the subject syllabus. In the event of special circumstances, the Rector may decide to conduct in this form also classes in the traditional form of education.
15. Basic tool for conducting classes, credits and exams in the form of e-learning there is an e-learning platform. Auxiliary tools are in particular, Microsoft Teams and Microsoft Forms, available as part of the MS Office 365 suite, and the Big Blue Button system (meeting.umb.edu.pl).

**§3**

1. Academic teacher or other person entrusted by the Medical University of Bialystok (University) with conducting didactic classes is responsible for the proper substantive preparation of didactic classes conducted using methods and techniques of distance learning, consistent with the study program. Whenever the regulations refer to an academic teacher, the entries should be applied accordingly to other persons entrusted by the University with conducting didactic classes.
2. Academic teacher is also responsible for enabling the participants to achieve the assumed learning outcomes by providing specific methods for verifying the outcomes.
3. Academic teacher conducting classes is obliged to:
4. making available the teaching materials necessary for the implementation of the program,
5. monitoring activity of class participants,
6. communication with the participants in a determined way (electronically)
7. informing participants about the form of obtaining credit for the subject,
8. consultation with the class participants.
9. complying with copyright and related laws when creating and using teaching materials
10. In order to continuously verify the learning outcomes of the participants in the classes conducted using methods and techniques of distance learning, the academic teacher may carry out knowledge tests.
11. The University may organise verification of the learning outcomes specified
in the study program, in particular, carry out tests and examinations at the end of certain classes, away from the University premises using electronic means of communication.
12. The diploma examination may be carried out outside the University premises by means of electronic communication, in particular:
	1. real-time transmission of the diploma examination between its participants,
	2. real-time multilateral communication where participants in the diploma examination can speak in the course of the diploma examination

- with the necessary safety precautions.

1. Rules for verifying the learning outcomes achieved in the manner referred to in para. 5, and the conduct of the diploma examination in the manner referred to in para. 6, the University shall make available in a Public Information Bulletin on its website.

**§4**

1. Class participant is obliged to participate in the didactic classes using methods and techniques of distance learning and to participate in the verification of learning outcomes in accordance with the principles specified in § 3 para. 4 and 5.
2. Class participant is obliged to observe the rules established by the academic teachers related to the realisation of the didactic classes conducted using methods and techniques of distance learning.
3. Class participant is entitled to use the materials and teaching aids made available using methods and techniques of distance learning and assistance from academic teachers in the field related to the implementation of the teaching process implemented using methods and techniques of distance learning.
4. Class participant has no right to provide unauthorized persons with access to materials and teaching aids and personal data obtained in connection with the implementation of didactic classes using methods and techniques of distance learning.

**§5**

1. Supervision over the conduct of classes at the faculties using methods and techniques of distance learning is carried out by deans of faculties.
2. The head of the organisational unit in which the academic teacher conducting these classes is employed is responsible for the substantive supervision of didactic classes conducted using methods and techniques of distance learning.
In particular, the head of the unit:
3. approves the admission of teaching materials to the public using distance learning methods and techniques,
4. supervises didactic classes conducted using methods and techniques of distance learning,
5. provides ongoing monitoring of the learning progress of the participants of the classes, verification of learning outcomes by conducting tests and examinations at the end of the given classes.

**§6**

1. Hours of didactic classes resulting from the study plan conducted using methods and techniques of distance learning in full-time or part-time studies are accounted for as part of the annual dimension of didactic classes.
2. One hour of didactic lessons carried out using methods and techniques of distance learning corresponds to one hour of clearing of didactic lessons conducted by the traditional method.

**§7**

1. Didactic materials made available using methods and techniques of distance learning are protected by copyright to the extent specified in the act of 4 February 1994 on copyright and related rights (i.e., Journal of Laws of 2021 item 1062).
2. The academic teacher is responsible for the content of the teaching materials, made available using distance learning methods and techniques, resulting from the law on copyright and related rights of 4 February 1994.
3. Didactic materials are made available in the framework of classes conducted using methods and techniques of distance learning only to persons participating in these classes.
4. Paragraph 3 does not apply to materials placed in the Repository of Teaching Materials introduced by Order no. 33/2021 of the Rector of the Medical University of Bialystok.
5. Class participant's use of teaching materials provided using distance learning methods and techniques contrary to their intended use or their disclosure to unauthorized persons constitutes a violation of the provisions in force at the Medical University of Bialystok and may be subject to disciplinary liability.

**§8**

Terms of use of the educational platform of the Medical University of Bialystok constitute Appendix no. 1 to these Regulations.