Annex no. 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 the annex to the Ordinance No. 82/2022 of the Rector of the Medical University of Bialystok of 27/09/2022.

The rules and regulations of use of the educational platform of the medical university of bialystok

# Chapter I

# GENERAL PROVISIONS

## § 1

Whenever the Rules and Regulations refer to:

1. Student – shall mean a student or doctoral student of the Medical University of Bialystok;
2. Post-graduate Student – shall mean a post-graduate student of the Medical University of Bialystok;
3. Other User – shall mean employees of the Medical University of Bialystok who are not academic teachers, participants of English Division pre-courses;
4. curriculum – shall mean a curriculum of the studies at the Medical University of Bialystok;
5. e-learning classes – shall mean classes conducted using distance learning methods and techniques;
6. course completion assessments and examinations conducted in the form of e-learning – shall mean 6) course completion assessments and examinations conducted using distance learning methods and techniques;
7. Instructor – shall mean an academic teacher or other person teaching in the form of e-learning;
8. University – shall mean the Medical University of Bialystok;
9. Platform – e-learning platform of the Medical University of Bialystok, a service containing e-learning educational resources;
10. E-learning educational resources – learning materials uploaded to the Platform and used in the learning process.

## § 2

1. The Department of Modern Methods and Techniques of Education, with the support of the IT Department and the Distance Learning Team, is responsible for the maintenance, provision and development of the Platform.
2. The responsibilities of the Department of Modern Methods and Techniques of Education include, inter alia:
3. administering and moderating the Platform,
4. providing the opportunities related to e-learning training, including training in the use of the Platform for employees, students and other members of the academic community of the University,
5. supporting members of the academic community of the University in the preparation of e-learning educational resources and conducting e-courses using the Platform,
6. providing the relevant authorities of the University (the Prorector for Education and the relevant dean) with information concerning the classes provided on the Platform.
7. The responsibilities and obligations of the IT Department include, inter alia, the integration of the Platform with university systems, the provision of the necessary data conditioning the set-up of user accounts and the granting of appropriate rights, the creation of data backups, the performance of system reviews and maintenance, and the monitoring of access to data

and IT security measures

## § 3

1. A user of the Platform (hereinafter referred to as the user) is a person who has been given an access to the Platform.
2. Subject to section 3 below, the right of access to the Platform is granted to all Academic Teachers, Students and the Post-graduate Student, as well as to Other Users as defined in the provisions of the § 1.
3. The right of access to the Platform is also granted to persons connected with the University by a civil-law contract upon obtaining a consent of the manager of the unit responsible for the implementation of the given subject in the curriculum or pre-course.

## § 4

1. An access to the Platform requires logging in to the Platform using a login and a password.
2. An authentication and authorisation are carried out using the relevant user accounts and passwords.
3. Contact with users of the Platform is carried out using the e-mail accounts of the University. For persons outside the academic community of the University, the authentication and authorisation are carried out using the login and password assigned when creating a user account within the IT systems of the University or recruitment (applies to the Post-graduate Students, persons connected with the University by a civil-law contract, pre-course participants).
4. An access to the Platform may, in the substantiated cases, be suspended or cancelled with immediate effect, in particular due to:
5. ascertaining the fact of providing incorrect or untrue data in the user's profile,
6. breaching the rules of use of the Platform - both those explicitly defined in the Rules and Regulations, as well as those deriving from the generally accepted principles of ethical behaviour on the web, breaching the law, posting illegal content, incitement to violence, promotion of fascist content, etc,
7. carry out administrative or technical/organisational activities.
8. The platform is available in Polish and English versions (for those studying in English).

# Chapter II

# OBLIGATIONS AND RIGHTS OF THE USERS

## § 5

1. The user is obliged to respect the limitations imposed on the content and learning materials made available to him/her as part of the resources of the Platform, in particular not to reproduce, make available or disseminate them in any form outside the Platform without the explicit consent of the author.
2. The User is responsible for the content and form of the material he/she uploads to the Platform. He/she is obliged to correctly describe the source of the material and the rules for further use.
3. The posting of statements, information and materials on the Platform implies consent to their use by other users of the Platform who have an access to the e-learning educational resources.
4. The Users are forbidden to engage in activities that may result in:
5. a threat to the security of the operation of IT systems or the data stored in them,
6. hindering the use of the resources of the Platform by other users,
7. breaching the privacy of other users, in particular consisting in the acquisition, processing and dissemination on the Platform and outside the Platform of information about other users without their express written consent.
8. The administrator of the Platform shall not be liable for any breach of the law by users or damage caused as a result of their activity, in particular for the breach of personal rights or copyright and related rights.

## § 6

1. The Student/ Post-graduate Student/Other User is obliged, in particular, to:
2. have an access to IT equipment with the Internet access, allowing two-way audio-video transmission in real time;
3. be prepared for classes conducted in the form of e-learning;
4. actively participate in classes, making full use of the possibilities of the tools made available by the University, as referred to in § 2 section 11 of the Rules and Regulations for the Organisation of Teaching Activities Conducted Using Methods and Techniques of Distance Learning at the Medical University of Bialystok, in order to achieve the assumed learning outcomes;
5. familiarise himself/herself with the learning materials provided by the Instructor and respect the copyright;
6. write his/her course completion assessment and examination papers independently - it is unacceptable to consult during the course completion assessment or examination with the third parties or other examinees, to use study aids and electronic devices enabling data downloading, communication or image or sound recording;
7. participate in discussion forums initiated by the Instructor;
8. observe the rules of civilised behaviour and expression during classes, consultations, course completion assessments and examinations.
9. The Student/ Post-graduate Student /Other User has the right to:
10. receive learning materials from the Instructor via the Platform;
11. receive educational support from the Instructor, including answers to questions about the learning process and ongoing assessment of progress in the learning process;
12. receive information on the form of course completion assessment of classes;
13. consult with the Instructor (during time not allocated to the study curriculum);
14. participate in the discussion forums initiated by other Students/Post-graduate Students/Other Users.
15. The instructor is obliged, in particular, to:
16. have an access to IT equipment with the Internet access, allowing two-way audio-video transmission in real time;
17. prepare classes in compliance with the study curriculum and conduct classes

in such a manner that the Students/Post-graduate students achieve the expected learning outcomes;

1. provide the Students/Post-graduate Students with the e-learning educational resources necessary to complete their study curriculum;
2. provide the Students/Post-graduate Students with educational support, including answering questions about the learning process and ongoing assessment of the progress of the Students/Post-graduate Students within the learning process;
3. inform the Students/Post-graduate Students of the form of course completion assessment;
4. provide the Students/Post-graduate Students with consultations, including holding substantive discussions, correcting errors that have arisen, commenting on statements (during time not allocated to the study curriculum, i.e. as part of the consultations assigned);
5. motivate Students/Post-graduate Students to work actively and monitor their activity;
6. respect copyright when making e-learning learning resources available;
7. take action, as provided for by the separate provisions, against the Students/Post-graduate Students who have committed copyright infringement, including plagiarism, and to prevent such practices among students;
8. make full use of the possibilities of the tools referred to in § 2 section 11 of the Rules and Regulations for the Organisation of Teaching Activities Conducted Using Methods and Techniques of Distance Learning at the Medical University of Bialystok, in order to ensure the highest quality of knowledge transfer, skill shaping and competence development;
9. observe the rules of civilised behaviour and expression during classes, consultations, course completion assessments and examinations conducted in the form of e-learning.

Chapter III

## PLANNING AND ORGANISATION OF CLASSES

## § 7

1. Research and educational units shall inform the Department of Modern Methods and Techniques of Education about the planned implementation of teaching activities in the form of e-learning in the following academic year no later than 25 May of a given year.
2. The request shall be based on a form containing at least:
* faculty, field, form and level of study;
* semester of study in which the course shall be taught;
* name of the subject;
* form of the classes (lecture/seminar/exercises);
* number of hours to be completed as part of the course divided into traditional and e-learning forms;
* form of course completion assessment;
* type of remote classes using the A/S/M symbol, where ‘S’ stands for synchronous forms such as online meetings, ‘A’ stands for asynchronous forms based on independent work of the Students/Post-graduate Students at different times through the uploaded e-learning materials using the tools to activate and verify knowledge, and ‘M’ stands for mixed forms combining asynchronous elements with live meetings;
* identification of the Instructors - academic teachers authorised to teach.
1. The relevant Dean of the Faculty is authorised to adjust requests for e-learning in individual fields of study, of which the manager of the unit making the request is informed in accordance with the provisions of the section 1 and 2.
2. The Department of Modern Methods and Techniques of Education provides the relevant Dean’s Offices with aggregated information on the requests submitted by the individual units for the purpose of obtaining a confirmation from the Dean of the Faculty as to their compliance with the applicable provisions, including the provisions of § 2 section 2 and 3 of the Rules and Regulations for the Organisation of Teaching Activities Conducted Using Methods and Techniques of Distance Learning at the Medical University of Bialystok.
3. The decision of the Dean of the Faculty concerning the section 4 shall be provided to the Department of Modern Methods and Techniques of Education and to the relevant units by 30 June of the year in which the academic year begins at the latest.
4. A failure on the part of a unit to report within the time limit specified in the section 1 results in the inability of the unit to conduct classes using distance learning methods and techniques in a given academic year. In the case of force majeure determining the necessity to conduct classes in a form other than classroom instruction, the decision to provide access to the educational platform (creation of appropriate subjects) is made by the Dean of the Faculty at the request of the manager of the unit.
5. The Office of the Doctoral School is responsible for the notification of the subjects and lists of doctoral students at the Doctoral School to the Department of Modern Methods and Techniques of Education.
	1. Persons conducting classes at the Doctoral School shall submit written requests

for the possibility of conducting classes using distance learning methods and techniques to the Doctoral School Office by 25 May of the year in which the academic year to which the request relates begins.

* 1. The permission to conduct e-learning classes at the UMB Doctoral School of the Medical University of Bialystok is granted by the Director of the Doctoral School.
	2. The necessary data (year/semester, name of the subject, person conducting classes - Instructor) should be submitted to the Department of Modern Methods and Techniques of Education no later than 7 days before the planned commencement of the classes.
1. In the case of postgraduate programmes, the study secretary's office is responsible for the notification of the subjects and lists of the Post-graduate Students. The necessary data (study name, year/semester, subject name, person conducting classes - Instructor) should be submitted no later than 7 days before the planned commencement of the classes.
2. The administrative unit responsible for organising the course and recruiting participants is responsible for the notification of the curriculum, instructors and pre-course participants.
3. The Department of Modern Methods and Techniques of Education is responsible for setting up the subjects (courses) on the Platform in accordance with the information referred to in sections 2-3 and 7-9 and for making the relevant subjects available to the designated Instructors.
4. The Instructor in charge of the subject/course is responsible for updating the list of Students/Post-graduate Students/Other Users within the subject/course (adequate changes such as the addition of a Student/Post-graduate Student/Other User can be carried out independently or notified to the Department of Modern Methods and Techniques of Education).
5. Classes on the Platform may be conducted in the form of synchronous or asynchronous communication.
6. the rules of verification of the achieved learning outcomes with the use of methods and techniques of distance learning at the Medical University of Bialystok are specified in the Ordinance No. 28/2021 of the Rector of the Medical University of Bialystok of 01/04/2021.
7. Upon the end of the academic year, the learning materials made available within the

e-learning course are automatically transferred to the archive. The instructor assigned to the subject/course also has access to the archived materials.

1. Open-access materials that are accessible to all users of the Platform may be made available within the Repository of learning materials of the Medical University of Bialystok according to the rules specified in the Ordinance of the Rector on the Introduction of the Rules and Regulations for the Organisation of Teaching Activities Conducted Using Methods and Techniques of Distance Learning at the Medical University of Bialystok.

## Rules for Synchronous Communication

## § 8

1. The Instructor may conduct classes, course completion assessments and examinations and consultations with the Students/Post-graduate Students/Other Users in the form of synchronous communication, i.e. in real time.
2. Prior to taking any classes, course completion assessments or examinations conducted in the form of online meetings, the Student/Post-graduate Student/Other User is required to:
3. prepare the premises where he/she shall stay during the class, course completion assessment or examination in such a way as to allow them to run smoothly;
4. prepare and check the functioning of the audio-visual equipment (microphone, camera) he/she shall use for communication;
5. turn off his/her mobile phone and refrain from using it during the class, the course completion assessment or the examination;
6. enable the audio-video function for ongoing confirmation of attendance.
7. All classes conducted in the form of synchronous communication start on a pre-defined date (it is necessary to set up a dedicated online session/meeting).
8. It is recommended that the possibility of logging in for a particular class be available a few minutes before the start of the class.
9. Any activities as a part of the audio/video contact should be carried out taking into account possible delays in the transmission of data (sound, video) to other class participants.
10. During the classes, you should avoid stepping away from the computer or generating excessive noise that could adversely affect communication between the person conducting the classes and the participants of the classes.
11. It is forbidden to record the course of classes by means of video, audio or video and audio recording.
12. The participants of the classes are obliged to observe the principle of mutual respect, in particular by:
* listening to statements by co-participants of the classes;
* declaring their willingness to express themselves in an appropriate manner;
* maintaining a culture of speech;
* not to interfere with other co-participants in the class.

## Rules for Asynchronous Communication

## § 9

1. The instructor conducting classes and the Students/Post-graduate Students also have the possibility of so-called asynchronous communication, i.e. communication beyond real time, in particular by:
2. participation in a dedicated course or organisational forum run by the Platform administrator, in which, in particular, issues relating to the operation of the Platform are discussed;
3. participation in a substantive forum as part of the relevant subject, in which, in particular, issues related to the subject matter of the course are discussed, including issues of concern or difficulty;
4. appropriately posting or using learning materials;
5. ongoing verification of the achievement of learning outcomes in the form of knowledge tests;
6. appropriately posting or completing assessment questionnaires.
7. Activity in the forums takes the form of discussions and enables the exchange of views and experiences and the explanation of doubts regarding content and organisational problems. These discussions may be initiated both by the Instructor conducting the classes and by the Students/Post-graduate Students.
8. A participation of the Student/Post-graduate Student in the discussion initiated by the Instructor is mandatory. A failure to be active (understood at least as logging in) may be considered as absence from class.
9. The Instructor shall have an access at all times to all discussions within the subject he/she is conducting.

## Technical Problems

## § 10

1. If technical problems occur during a class, course completion assessment or examination that cause the connection to be interrupted, the Student/Post-graduate Student is obliged to attempt to re-establish the connection.
2. In case where technical problems make it impossible to attend a class or to continue with a course completion assessment or an examination, the Student/Post-graduate Student/Other User is obliged - within no more than one hour from the occurrence of the event - to send a report containing a description of the situation and a so-called 'computer screen shot' confirming the technical problems (taken in a way that allows the user to be identified) to the Instructor conducting the class and to the address blackboard@umb.edu.pl.).
3. The notification referred to in section 2 must be sent from an address in the umb.edu.pl domain.
4. If the report of technical problems is acknowledged by the Instructor responsible for the relevant subject, either the absence from the class shall be excused or the course completion assessment or the examination shall be repeated at another specified date. In this case, the student does not lose the date of the course completion assessment or examination.

## Training to prepare for classes in the form of e-learning

## § 11

1. The Instructors are obliged to complete the training preparing them to conduct classes in the form of e-learning, to get acquainted with the instructions and guidelines for conducting classes, to use the Platform and the instant messaging.
2. The trainings referred to in section 1 are organised periodically and information about them is posted on the website of the University, at the following address: <https://www.umb.edu.pl/ksztalcenie_zdalne>.
3. The Students/ Post-graduate Students/Other Users are required to complete a training to prepare them to participate in the classes conducted in the form of e-learning, to familiarise themselves with the instructions and guidelines for the use of the Platform and the instant messaging as part of the classes.
4. The trainings referred to in section 1 are organised periodically and information about them is posted on the website of the University, at the following address: <https://www.umb.edu.pl/portal_edukacyjny_umb>.
5. An individual support on an ongoing basis is provided by the Department of Modern Methods and Techniques of Education. You can contact the Department on weekdays between 7:30 a.m. - 03:30 p.m. on telephone numbers: +48856865249 and +48856865250; e-mail: blackboard@umb.edu.pl