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

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

**§ 1**

The Rules and Regulations sets out the rules for organising and conducting teaching activities using distance learning methods and techniques at the Medical University of Bialystok.

**§ 2**

1. Teaching activities using distance learning methods and techniques may be conducted at the Medical University of Bialystok, at all fields of study and levels of education, conducted as full-time or part-time studies, at the doctoral school and at postgraduate studies, if the specifics of the education allow this.
2. The number of ECTS credits which may be awarded as a part of conducting distance learning methods and techniques shall not exceed the following:
3. 50% of the number of ECTS credits required to complete a degree programme at a given level for degree programmes with a practical profile,
4. 75% of the number of ECTS credits required to complete a degree programme at a given level for a degree programme with a general academic profile

– subject to the section 3 and 4.

1. In the case of fields of studies conducted according to the educational standards, the maximum number of ECTS credits that can be obtained by taking courses using distance learning methods and techniques is specified in the Regulation of the Minister of Science and Higher Education of 26 July 2019 on educational standards preparing to practise the profession of physician, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic (i.e. Journal of Laws of 2019 item 1573 as amended).
2. The number of hours of teaching activities on full-time and part-time studies conducted using distance learning methods and techniques, for degree programmes commenced:
3. prior to the academic year 2019/2020 - shall not exceed 60% of the total number of hours of teaching activities specified in the study curriculums,
4. in the academic year 2019/2020 – shall not exceed 50% of the total number of hours of teaching activities specified in the study curriculums

– subject to the section 3.

1. During the period from the date of the announcement of an epidemic emergency or an epidemic state until the end of the semester during which the emergency or epidemic state has been revoked, classes may be conducted in the form of e-learning, irrespective of whether this has been provided for in the study curriculum.
2. The number of ECTS credits allocated to e-learning courses during the period referred to in section 5 shall not be included in the number of ECTS credits referred to in the section 2.
3. All teaching activities may be conducted using distance learning methods and techniques, subject to the section 8.
4. In the case of practical skills courses, the use of distance learning methods and techniques should only support the provision of the course. The above exemption fails to apply where teaching activities cannot be conducted with the use of traditional forms of education.
5. Teaching activities using distance learning methods and techniques may be conducted:
	1. exclusively by means of electronic media (e-learning), or
	2. in a hybrid manner, i.e. partly at the registered office of the Medical University of Bialystok with the use of traditional forms of education, partly at a distance, via electronic media (so-called blended learning).
6. Information on classes conducted using distance learning methods and techniques should be included in the subject syllabus. In the case of special circumstances, the Rector may decide to conduct classes in this form also in the traditional form of education.

**§ 3**

1. The proper substantive preparation of teaching activities conducted with the use of methods and techniques of distance learning, in accordance with the curriculum, shall be the responsibility of the academic teacher or other person entrusted by the Medical University of Bialystok (University) with the provision of teaching activities. Whenever these Rules and Regulations refer to an academic teacher, the provisions shall be applied accordingly to other persons entrusted by the University with the provision of teaching activities.
2. An academic teacher shall also be responsible for enabling participants to achieve the intended learning outcomes by providing specific methods for the verification of outcomes
3. An academic teacher conducting classes is obliged to:
4. make available teaching materials necessary for the implementation of the curriculum,
5. monitor the activity of the participants of the classes,
6. communicate with the participants of the classes in an agreed manner (electronically),
7. inform the participants of the classes of the form of credit for the subject,
8. consult with participants of the classes,
9. observe the provisions on copyright and related rights when developing and using the teaching materials.
10. For the purpose of verifying on an ongoing basis the learning outcomes achieved by participants during classes conducted using distance learning methods and techniques, an academic teacher may conduct knowledge tests.
11. The University may organise the verification of achieved learning outcomes specified in the study curriculum, in particular, carry out course completion assessments and final course examinations outside the registered office of the University with the use of electronic means of communication.
12. The diploma examination may be conducted outside the office of the University with the use of electronic means of communication, ensuring in particular:
	1. real-time transmission of the diploma examination between the participants,
	2. real-time, multilateral communication where participants in the diploma examination can express themselves during the examination – where adhering to the necessary safety rules.
13. The rules for the verification of the achieved learning outcomes in the manner referred to in the section 5 and for the conduct of the diploma examination in the manner referred to in the section 6 shall be made available by the University in the Public Information Bulletin on its subjective page.

**§ 4**

1. The participant of the classes is obliged to participate in teaching activities using methods and techniques of distance learning and to participate in the verification of learning outcomes according to the rules specified in the § 3 section 4 and 5.
2. The participant of the classes is obliged to adhere to the rules established by academic teachers for the provision of teaching activities conducted with the use of distance learning methods and techniques.
3. The participant of the classes is entitled to use teaching materials and aids made available by means of distance learning methods and techniques, as well as assistance from academic teachers in the implementation of the learning process carried out by means of distance learning methods and techniques.
4. The participant of the classes has no right to provide an access to teaching materials and aids as well as to personal data obtained in connection with the implementation of teaching activities using distance learning methods and techniques to the unauthorised persons.

**§ 5**

1. A supervision of the teaching of classes at the faculties using distance learning methods and techniques is exercised by the Deans of Faculties.
2. A manager of the organisational unit in which the academic teacher conducting the classes is employed is responsible for a substantive supervision of teaching activities conducted using distance learning methods and techniques. In particular, the manager of the unit:
3. approves the authorisation of teaching materials to be made available using distance learning methods and techniques
4. supervises teaching activities conducted using distance learning methods and techniques,
5. ensures a follow-up of the learning progress of the participants of the classes on an ongoing basis, a verification of learning outcomes through the conduct of course completion assessments and final course examinations.

**§ 6**

1. The hours of teaching activities resulting from the study plan conducted using distance learning methods and techniques in full-time or part-time studies are accounted for as part of the total annual number of teaching activities.
2. One hour of teaching activities conducted using distance learning methods and techniques is an equivalent to one settlement hour of teaching activities conducted by traditional methods.

**§ 7**

1. Teaching materials made available using distance learning methods and techniques 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 2021, item 1062 as amended).
2. The academic teacher shall be responsible for the content of teaching materials made available using distance learning methods and techniques, according to the Act of 4 February 1994 on Copyright and Related Rights.
3. Teaching materials shall be made available as a part of classes conducted using distance learning methods and techniques only to the persons participating in those classes.
4. The section 3 shall not apply to materials provided in the Didactic Materials Repository introduced by the Ordinance No. 33/2021 of the Rector of the Medical University of Bialystok.
5. The use of teaching materials provided with the use of distance learning methods and techniques by the participant of teaching activities in breach of their intended use or making them available to unauthorised persons constitutes a breach of the provisions in force at the Medical University of Bialystok and may be subject to disciplinary liability.

**§ 8**

**Rules on the protection of personal data in the implementation of teaching activities and the verification of achieved learning outcomes conducted using distance learning methods and techniques at the Medical University of Bialystok.**

1. For the processing of personal data in the implementation of teaching activities and the verification of achieved learning outcomes conducted with the use of distance learning methods and techniques at the Medical University of Bialystok, the provisions on the protection of personal data, including the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (hereinafter referred to as the ‘GDPR’) and the rules on the protection of personal data introduced in this respect at the University shall apply.
2. The Blackboard e-learning platform is the core tool that enables to conduct e-learning classes, course completion assessments and examinations. Auxiliary and supporting tools are, in particular, the Microsoft Teams and Microsoft Forms applications, available as part of MS Office 365 and the Big Blue Button system (meeting.umb.edu.pl).
3. For teaching in the form of e-learning, platforms and tools provided by the Medical University of Bialystok should be used - arbitrary use of external tools and arbitrary installation of any software by users is prohibited.
4. Users of the e-learning tools are required to authenticate in the system using their individual login and password. It is forbidden to use other users' accounts and to share one's own account with a third party or other users.
5. Users are obliged to use the platform for educational purposes only. It is forbidden to use the platform for other purposes.
6. The content of teaching materials posted on the platform and used in the learning process should take into account the rules of personal data protection, in particular the content should be anonymised.
7. The persons making teaching materials available on the platform shall be liable for damages caused by the content of the learning materials, due to the failure to comply with their obligations under the GDPR.
8. The participant of the classes has no right to give an access to teaching materials and teaching aids acquired in connection with teaching activities using distance learning methods and techniques to the unauthorised persons.
9. It is forbidden to record (both video and voice) the course of classes with students and examinations and course completion assessments, subject to section 10.
10. In the particularly justified cases, where the Dean of Faculty and, in the case of a Doctoral School, the Director of the Doctoral School consents to the recording, it may take place with all the requirements set out in the GDPR, in particular where one of the grounds in Art. 6 of the GDPR, the rules laid down in Art. 5 of the GDPR, the obligations in Art. 13 of the GDPR are met.
11. In case where classes/examinations/completion assessments are recorded, it is not allowed to verify identity by showing an identity document, e.g. ID card or student card to the webcam by the student/doctoral student.
12. It is forbidden to share links to the classes with unauthorised persons or to post

these links on social media (e.g. Facebook, LinkedIn, Twitter) or in other locations.

1. It is forbidden to share teaching activities and other information relating to classes/examinations/ completion assessments, in particular containing personal data, with unauthorised persons and to post them on social media (e.g.: Facebook, LinkedIn, Twitter).
2. All teaching materials and other information should be sent only through the intermediary of the University systems.
3. If there is a need to transfer personal data sets, they should be adequately secured, e.g. by encryption.
4. The results of examinations/classes should be communicated in a form that shall not identify specific students.
5. The e-learning platform enables the transfer of results from examinations and completion assessments conducted on the platform to students' accounts on an individual basis and such a transfer of results is recommended (the so-called assessment centre is available to Instructors as a part of each subject set up on the platform, only the student's individual results are made available in the student view).
6. The platform is not intended for the uploading of results of examinations and completion assessments in the form of aggregated lists, in particular the platform is not intended for the uploading of files with the results of examinations and completion assessments held outside the platform.
7. In all matters not governed by this policy, data protection legislation, including the GDPR and internal regulations applicable at the University shall apply.

**§ 9**

The Rules and Regulations of Use of the Educational Platform of the Medical University of Bialystok are enclosed as the Annex 1 hereto.