Order No. 45/2020

of the Rector of the Medical University of Bialystok

of 22.05.2020

on the prevention, counteraction and combat of COVID-19

at the Medical University of Bialystok

Pursuant to art. 21 section 1 point 2 of the Statute of the Medical University of Bialystok, the Act of 2 March 2020 on specific solutions related to the preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws of 2020, item 374, as amended), it is ordered as follows:

§ 1

1. Internal and external conferences, festivities and events organized by the University are allowed, provided that the course of the event is adapted to the restrictions, orders and prohibitions in connection with the outbreak of the epidemic.
2. Incomming visits to the University of foreign guests can occur with the consent of the Rector, provided that the arriving person will not be quarantined and the purpose of the visit cannot be achieved by means of electronic communication.
3. From 25 May 2020, students and doctoral students accommodated in Student Dormitories can return to their accommodation.
4. Students and doctoral students who are not interested in returning to Student Dormitories should take their belongings and leave their rooms by 30 June 2020
5. From 1 June 2020, it is possible to accommodate new people in Student Dormitories.
6. Persons referred to in sections 3 and 5 are obliged to comply with the regulations in force in dormitories to limit the spread of SARS-CoV-2 virus.

§ 2

1. Recruitment schedule for studies and for the Doctoral School at the Medical University  
   of Bialystok in the academic year 2020/2021 will be implemented in accordance with the resolutions of the MUB Senate of 29 April 2020, as well as announcements posted on the University's website. The Promotion and Recruitment Office shall provide service for candidates for studies and Doctoral School.
2. In the period from 25 May 2020 to 30 September 2020, the education shall be limited:

* at studies,
* at post-graduate studies,
* in other forms,
* in education of doctoral students implemented as part of the classes.

1. Implementation of the study program in majors conducted by the University takes place on the principles set out in the Announcement of the Rector of 20 May 2020 on the implementation of didactic activities resulting from the study program as of 25 May 2020.
2. During the period referred to in section 2, classes will be conducted using  
   distance learning methods and techniques, regardless of whether it was included in a given study program, excluding classes eligible for implementation in direct contact with the student.
3. Verification of learning outcomes specified in the study program, in those cases where possible, should be carried out outside the University, with the use of information technologies ensuring control of the course of achieved learning outcomes verification and its registration.
4. In the case of conducting education at studies in accordance with paragraph 3, there are no restrictions on the number of ECTS points that can be obtained as part of education using distance learning methods and techniques specified in study programs.
5. The Regulations for the organization of didactic classes conducted using distance learning methods and techniques at the Medical University of Bialystok, as well as the principles of verificationof learning outcomes achieved using distance learning methods and techniques at the Medical University of Bialystok are set out in separate orders of the Rector:
6. Order No. 32/2020 of the Rector of the Medical University of Bialystok of 23.04.2020 on the introduction of the Regulations for organization of teaching classes using distance learning methods and techniques at the Medical University of Bialystok,
7. Order No. 37/2020 of the Rector of the Medical University of Bialystok of 30.04.2020 on the rules of verificationof learning outcomes achieved through the use of distance learning methods and techniques at the Medical University of Bialystok.
8. Students and doctoral students are obliged to participate in all the classes provided for a given major and year of study, or the Doctoral School, using distance learning methods and techniques.
9. Heads of individual organizational units of the MUB are obliged to organize and supervise the education process using distance learning methods and techniques, with the support of the IT Department.
10. In order to ensure communication of students and doctoral students with the University, it is recommended to use electronic means (including scans) and telephone. Correspondence in paper form should be kept to a minimum and submitted to relevant Dean's offices/Student Affairs Department.

§3

Until further notice, in public places within the University, an obligation to cover the mouth and nose with the use of clothing or parts thereof, a mask or a face shield is imposed.

§ 4

1. In the period from 25 May 2020 to 30 September 2020, the implementation of all educational forms under projects co-financed from external funds, including EU funds, directed to employees, students, doctoral students, high school students, i.e. trainings, workshop and laboratory classes, study visits, placements, internships, postgraduate studies or summer schools, counseling, etc., takes place, where such possibility exists, using distance learning methods and techniques or blended learning. Traditional (direct) forms of education, mentioned in the previous sentence, are allowed provided that they are adjusted to limitations, orders and prohibitions in connection to the outbreak of epidemic.
2. In the event that a trip abroad of an employee, student or doctoral student is necessary to implement a given educational form for the purposes of the project, such a trip may be carried out, provided that the said person will not be obliged to undergo quarantine.
3. In the event that the implementation of a given educational form for the purposes of the project requires the arrival of participants or persons conducting the classes from abroad, the incoming trip may be carried out, provided that it does not require quarantine.

§ 5

1. Student and doctoral student is obliged to immediately inform the appropriate dean's office (e-mail, telephone) about hospitalization in connection with suspected infection caused by SARS-CoV-2 virus, as well as about quarantine or sanitary observation. Dean's office should immediately forward this information to the Student Affairs Department.
2. Employee is obliged to immediately inform the employer (mail, phone)  
   about hospitalization in connection with suspected infection caused by the SARS-CoV-2 virus, as well as about quarantine or sanitary observation. The information should be provided to the head of the unit in which the employee is employed and the Employee Affairs Department.

§ 6

In the case of work-related trip of an employee, until 30 September 2020, the employee’s passenger car is permitted as a means of transport. The costs of using vehicles for work purposes are covered by the University according to the rates for 1 kilometer of vehicle mileage pursuant to the Regulation of the Minister of Infrastructure of 25 March 2002 on the conditions for determining and the method of reimbursing the costs of using for work purposes passenger cars, motorcycles and mopeds not owned by the employer (Journal of Laws No. 27, item 271). In the remaining scope, Regulation No. 21/13 of the Rector of the Medical University of Bialystok of 01.03.2013 as amended is applied to work-related trips.

§ 7

1. Employees shall be obliged to limit their mutual direct contact at work to a minimum.
2. To ensure communication, it is recommended to use the EZD (Electronic Document Management) platform, e-mail correspondence and telephone.
3. Documents containing personal data should contain the sender's designation and be forwarded with the annotation "personal data" in a way that makes it impossible for third parties to read their content, e.g. in sealed envelopes.
4. Until 31 May 2020, the working time of the University's employees shall equal on average 6 hours a day. Employees who are not academic teachers, with the exception of employees employed in guarding property, have the following working time schedule: from Monday to Friday from 8:30 to 14:30.
5. From 1 June 2020, the working time determined in the University's Work Regulations shall apply.

§ 8

1. From 26 May 2020, the Main Library of MUB accepts returning books.
2. From 1 June 2020, the activity of the Main Library of UMB resumes, except for the reading room.
3. Book return dates are automatically extended until 30 June 2020. No bookkeeping fees will be charged during this time.
4. Bibliometric analyses can be ordered only by e-mail: agnieszka.janucik@umb.edu.pl or by phone 85-748-54-49. Prepared analyses will be sent to the official e-mail address of the person concerned within the specified deadline.

§ 9

From 1 June 2020, the activity of MUB sports facilities is resumed, taking into account restrictions, orders and prohibitions in connection with the outbreak of the epidemic.

§ 10

1. Cancellation of visiting the rooms in the main body of the Branicki Palace is suspended until further notice.
2. From 25 May 2020, the activity of the Museum of the History of Medicine and Pharmacy of MUB shall resume. Sightseeing will be conducted in accordance with binding procedures in the period of COVID 19 threat. Exhibitions in the right wing of the palace will be available, excluding the main body of the Branicki Palace.

§ 11

1. Matters should be handled mainly electronically using official email, the EZD system or other dedicated systems, or by phone.
2. Documents might be signed using an electronic signature, including a qualified electronic signature.
3. In the internal circulation, documents should be agreed via the EZD system, by phone or email.
4. Settlement of matters with the participation of customers is permissible if the case is urgent and there is no possibility of settling it "at a distance".
5. People who have overdue holiday leaves are recommended to use them - in consultation with the head of the unit.
6. Entrances to buildings and movement within buildings should be kept to a minimum.
7. Any problems related to the implementation of the provisions of this order, and thus the activities of the University should be directed to the following address: [rektor@umb.edu.pl](mailto:rektor@umb.edu.pl), or [biuro.kanclerza@umb.edu.pl](mailto:biuro.kanclerza@umb.edu.pl)
8. Rules of performing duties in clinical hospitals and in other medical entities employing academic teachers are determined by hospital directors and doctors managing individual hospital units.

§ 11

1. The Order shall enter into force from 25 May 2020.
2. Order No. 23/2020 of the Rector of the Medical University of Bialystok of 25.03.2020 as amended on the prevention, couteraction and combat of COVID-19 at the Medical University of Bialystok is repealed, together with changes made by orders: No. 28/2020, No. 33/2020, No. 36/2020, excluding regulations on remote working which are valid until 29 May 2020

Rector

prof. dr hab. Adam Krętowski