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ORDINANCE No 65/2020
OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY
of 25 March 2020

**on preventing the spread of SARS-CoV-2 virus in the academic community of the
Silesian University of Technology**

Pursuant to Article 12, paragraph 2, item 2 of the Statute of the Silesian University of Technology (Legal Monitor of the Silesian University of Technology of 2019, item 135) and the Act of 2 March 2020 on special measures related to the prevention, counteracting and eliminating the COVID-19, other infectious diseases and related crisis situations (Journal of Laws of 2020, item 374), Regulations of the Ministry of Science and Higher Education of 11 March 2020 and of 23 March 2020 on temporary restriction in the operation of certain entities of science and higher education system in relation to preventing, counteracting and combating COVID-19 (Journal of Laws of 2020, item 405, as amended and the Journal of Laws of 2020, item 511) and the Regulation of the Minister of Health of 20 March 2020 regarding the announcement of the state of the epidemic on the territory of the Republic of Poland (Journal of Laws of 2020, item 491, as amended) it is ordered as follows:

Article 1

1. From 26 March to 30 April 2020, due to the prevention of the SARS-CoV-2 virus spread, the obligation to provide work by the employees of the Silesian University of Technology is restricted **on the premises of the University** for both academic teachers and other employees, subject to paragraph 2.
2. The provision of work on the premises of the University is restricted to necessary activities, which are crucial to ensure the continuous operation of the University.
3. Heads of basic, university and service organisational units, hereinafter referred to as the "head of the unit", are obliged to set a roster schedule for employees responsible for the maintenance and security of the infrastructure, support for specialised laboratories, as well as responsible for handling current affairs, such as issuing documents, certificates, resources, in urgent cases, including random cases.
4. Heads of organisational units in central administration are obliged to set the duty schedule of necessary employees from 8:00 to 13:00 in order to ensure the performance of the basic tasks of the organisational cell during this special operation mode.
5. Employees who are not on duty and have the opportunity to perform remote work, perform their work in accordance with the principles set out in Article 6, paragraphs 5-10 of this Ordinance.
6. In the event, the immediate superior is not able to indicate activities which are possible to be carried out in a remote work mode by certain employees, they shall not be obliged to perform work except for their designated duty time. In such a case, their absence from work during the period referred to in paragraph 1 shall be justified.

Article 2

1. During the period referred to in Article 1 paragraph 1, all buildings shall be closed and under the supervision of the Academic Guard and porters.

2. Only employees indicated by the appropriate head of the organisational unit/cell may enter the University facilities:

- 1) in order to secure the functioning of the University,
- 2) in order to perform their duties,
- 3) in order to perform laboratory tests supporting the combat against COVID-19, as well as laboratory tests in projects and scientific-research works that require some works to be carried out in the University buildings, within the time limit referred to in paragraph 1,
- 4) in order to prepare materials for distance education, with a reservation that a maximum of two people work together in one room, applying appropriate social distancing safety rules.

3. Every time, the reason to stay on the premises of the University and the way of organising work in the cases referred to in paragraph 2 are determined by the head of the organisational unit/cell and a list of employees performing this work is delivered to the porter's lodge.

4. Academic Guard and porters are obliged to monitor all persons entering the buildings and to inform about the introduced restrictions.

Article 3

1. The heads of organisational units shall indicate persons responsible for securing the scientific-research apparatus and shall organize a system of supervision of apparatus in a continuous operation mode.

2. The Director of the Computerisation and Digitisation Centre shall organise a roster system to ensure the operation of the university IT network, in particular, to provide access to electronic mail to members of the academic community.

3. The Administrative Director shall organise a roster system to ensure the University is provided with electricity, water, heat and telephone communications.

4. The Bursar shall organise a roster system to ensure that the necessary tasks are carried out, including urgent payments, university commitments and the payment of employees' remuneration in accordance with the Work Regulations.

5. The Director of the Personnel Management Office shall organise a roster system to ensure the calculation of remuneration and to issue certificates on random matters.

Article 4

1. Until 30 April 2020, with the possibility of a further extension during the epidemic period, the following shall apply:

- 1) a ban on international and domestic business trips by the University employees, doctoral students, students and post-graduate students and a ban on receiving international visitors at the Silesian University of Technology within the frame of business exchange,
- 2) a suspension of the operation of the "TAFLA" ice rink and the Tennis Hall,
- 3) a suspension of the operation of Kropka Kids Club,
- 4) it is forbidden to organise open events such as: conferences, symposia, lectures, including Junior and Senior of the SUT classes, artistic performances and other meetings of this type. This ban refers also to events organised by external entities on the premises of the University,

2. If possible, it is recommended that students currently remaining in student dormitories of the Silesian University of Technology plan their returns to places of their permanent residence.

3. All students remaining in student dormitories are not allowed to leave dormitories from 23:00 to 5:00. At other times, it is recommended to leave the dormitory only to meet the basic needs related to current matters of everyday life, referred to in Article 1 item 2 of the Regulation of the Minister of Health.

Article 5

1. During the period referred to in Article 4 paragraph 1, the traditional form of education at the Silesian University of Technology (first and second cycle studies, doctoral, postgraduate studies and other forms of education) is replaced by distance education methods and techniques, regardless of the fact whether this was initially provided in the particular curriculum.

2. For the purpose of conducting the remote didactic classes, it is recommended to use the Distance Learning Platform. The University may also provide another platform for conducting remote classes.

3. Having consulted with a group of students first, it is recommended, to replace synchronous teaching and communication methods with asynchronous methods as much as possible, in order to better adjust to the availability and technical capacity of students.

4. In synchronous online teaching and communication, it is allowed to use the remote education platforms, alternative to those available at the University. They are commonly available and not generating costs of other IT tools, e.g. Microsoft Teams, Google Hangouts, Skype, Zoom.us, Edumeet, etc.
5. It is suggested to use OneDrive in the Office 365 service or WeTransfer to provide students with teaching materials in the form of large-size files, e.g. multimedia, by providing appropriate links on the Distance Learning Platform.
6. It is allowed to use e-mail as an alternative method of asynchronous communication with students.
7. Detailed rules for the implementation of particular types of classes are set out in Annex 1 to this Ordinance.
8. Heads of basic units and the Director of the Foreign Language Centre submit their schedules of lectures and classes to the College of Studies and Student Government.

Article 6

1. When commissioning a remote work, the head of the organisational unit/cell agrees with the employee the scope and duration of the remote work. This period may not exceed 14 days at a time.
2. The Head of the organisational unit agrees with the employee communication channels and the way of distributing instructions, tasks and collecting results of the remote work. The Head can also set flexible hours of remote work in accordance with the employment contract.
3. The immediate superior provides the employee with an electronic task schedule for a given week, specifying the order in which they shall be performed.
4. The employee reports to the immediate superior the results of work in an electronic form once a week.
5. The immediate superior stores in an electronic form the instructions and results of the work referred to above.
6. The immediate superior, when determining conditions of the remote work, should ensure correct and uninterrupted functioning of the organisational unit/cell.

Article 7

1. All employees are obliged to immediately inform the Head of the organisational unit/cell about the following facts:
 - 1) an employee suspects disease caused by SARS-CoV-2 virus and undergoes inpatient treatment,
 - 2) an employee undergoes home quarantine,
 - 3) an employee undergoes sanitary quarantine (outside home).
2. The above information shall be forwarded electronically or over the phone.
3. Heads of units and organisational cells are required to send current data regarding the disease cases among employees to the Personnel Management Office at RR5@polsl.pl, in accordance with the data provided in the table which constitutes attachment No 2 to this Ordinance; in this table in columns C, D and E the employee's name and surname should be provided.
4. The Personnel Management Office, on the basis of collected data referred to in item 3, sends an updated table mentioned in item 3 the Health and Safety Inspectorate at RR3@polsl.pl; in this table, in columns C, D and E the number of employees should be entered.
5. The Health and Safety Inspectorate sends a summary of data referred to in item 4 by 12:30 p.m. on every Tuesday to the Ministry of Science and Higher Education at koronawirus@nauka.gov.pl.

Article 8

1. In reference to internal university communication, it is recommended to reduce direct contacts by using e-mail correspondence, telephone contacts and other forms of electronic communication. Any traditional form of correspondence shall be forwarded by means of internal university mail.
2. Both collection and delivery of correspondence by means of the internal university mail system at the Silesian University of Technology shall take place only Wednesdays until further notice, in accordance with the schedule set out in Regulation No 61/15/16 of the Rector of the Silesian University of Technology of 6 May 2009 regarding the introduction of the internal university mail system at the Silesian University of Technology (Legal Monitor of SUT of 2018, item 66, as amended).
3. The Head of the organizational unit/cell is obliged to a daily review of current announcements issued by the Chief Sanitary Inspectorate and by the Silesian University of Technology,

Article 9

The Rector can make individual decisions in situations not described in the Ordinance herein.

Article 10

The following Ordinance is revoked :

Ordinance No 61/2020 of the Rector of the Silesian University of Technology of 18 March 2020 on preventing the spread of SARS-CoV-2 virus in the academic community of the Silesian University of Technology (Legal Monitor of the Silesian University of Technology of 2020, item 221).

Article 11

This Ordinance enters into force as of the day it is signed, with an effect from 26 March 2020.

Rector of SUT: *Arkadiusz Mężyk*

**Rules for the implementation of lectures and other classes at the Silesian University of Technology
in crisis situations, related to preventing
the spread of SARS-COV-2 virus**

1. Lectures:

- 1) lectures may be conducted using distance learning platform approved at the University, if a teacher provided didactic materials prepared in an electronic form and made them available to students in a secure manner with the obligation to provide a username and a password, in accordance with Article 5,
- 2) verification and evaluation of learning outcomes achieved during the classes, take place in the manner specified in the subject card,
- 3) It is allowed to change a method of getting a lecture completion test to a distant one. However, this requires prior arrangement with a representative of a student group and notifying the Director of the College of Studies via e-mail.

2. Workshops, project classes, and foreign language courses:

- 1) a teacher is obliged to provide teaching materials prepared in an electronic form and make them available to students on the distance learning platform authorised by the University, secured by the obligation to provide a username and a password, in accordance with Article 5,
- 2) a teacher, together with students, determines the way of communication, as well as particular ways of verifying and assessing the learning outcomes achieved during classes (partial effects),
- 3) a teacher is obliged to archive documentation confirming that students achieved the learning outcomes specified in the subject card for these classes, including in particular all tests and exams. The principles of keeping records are specified in separate provisions.

3. Laboratory classes:

- 1) during validity period of Rector's Ordinance, laboratory classes that cannot be carried out in a distance learning mode shall be suspended,
- 2) the laboratory classes which are not implemented, they are subject to mandatory implementation in order to obtain the required learning outcomes specified for these classes in the curriculum and in the subject card, but not later than by the end of the semester.

4. Physical education classes:

- 1) during validity period of Rector's Ordinance, physical education classes are suspended,
- 2) after the validity period of Rector's Ordinance, physical education classes are subject to mandatory implementation in order to obtain the required learning outcomes specified for these classes in the curriculum and in the subject card.

5. Seminar:

The teacher conducting classes, in consultation with the teacher responsible for a subject, makes a decision regarding the appropriate form of conducting and documenting the achieved learning outcomes, based on the principles of implementing classes specified in the subject card.

6. Apprenticeships:

- 1) students undergo apprenticeships in accordance with the principles and in the form set out in the curriculum. In justified cases, in particular, due to the lack of possibilities or restrictions in the conduct of apprenticeships in the workplace due to the crisis situation, the Rector's Plenipotentiary for Student Affairs may, in consultation with the apprenticeship supervisor, set a different date to do the apprenticeships,
- 2) in the case of apprenticeship implemented during the last semester of studies (so-called diploma apprenticeship), the provision of point 1 shall not apply. In this case, it is allowed for the apprenticeship field supervisor to acknowledge the successful completion of the apprenticeship in a different way, subject to prior arrangement of the apprenticeship completion mode with the Rector's Plenipotentiary for Student Affairs.

7. Conducting course completion tests and examinations:

1) course completion tests and examinations shall take place at any time during the semester after the completion of the subject block. Every time the teacher agrees with the representative of the student group the convenient time to conduct course completion tests and examinations,

2) course completion tests and examinations may be conducted using IT technology ensuring the control over the course of the examination and its recording.

8. Conducting diploma examinations:

Diploma examinations until further notice shall be the control over the course of the examination and its recording as well as identification of the student's identity - with the use of IT infrastructure and software enabling synchronous interaction between the student and the committee conducting the diploma examination.

to Ordinance No 65/2020 of the Rector of the Silesian University of Technology
of 25 March 2020

Item No	Organisational unit/cell	Information concerning University students and employees			Are there any restrictions concerning classes, meetings and other activities		Have the emergency procedures been established in the organisational unit/cell in case of an epidemic threat
		hospitalised persons	under quarantine (at home, in student dormitories, etc.)	under sanitary observation	Are there any restrictions concerning classes, meetings and other activities inside <u>the country</u>	Are there any restrictions concerning classes, meetings and other activities <u>abroad</u>	
A	B	C	D	E	F	G	H