



Item 28

RESOLUTION No. 28
OF THE UNIVERSITY COUNCIL FOR TEACHING AND LEARNING

of 3 September 2021

**on the principles for the organisation of classes conducted using distance
learning methods and techniques**

Pursuant to the provisions of § 58, sections 3 and 5 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190) and § 4, section 2 of the Rules and Regulations of Studies at the University of Warsaw (UW Monitor of 2019, item 186), the University Council For Teaching and Learning resolves as follows:

§ 1

In connection with the lifting of the temporary restriction on the operation of the university and the return to full-time teaching at the facilities of the University of Warsaw as the primary form of conducting the education process, recognising the advantages of providing education in the mode of distance teaching and learning, recommendations are formulated on the principles for organising part of the classes conducted by means of distance teaching and learning methods and techniques.

§ 2

While organising classes conducted with the use of distance teaching and learning methods and techniques, as referred to in Article 67, section 4 of the Act of 20 July 2018, the Law on Higher Education and Science (consolidated text: Journal of Laws of 2021, item 478, as amended) and in § 12 - 13a of the Ordinance of the Minister of Science and Higher Education of 27 September 2018 on studies (consolidated text: Journal of Laws of 2021, item 661), the University Council for Teaching and Learning recommends the adoption of the following principles:

- 1) the head of the teaching unit, by means of an ordinance, shall announce the courses which will be delivered as distance learning courses, taking into account the qualifications of the teaching staff selected to teach these courses, as well as the number of the ECTS credits which can be obtained by the student in the education process using distance learning methods and techniques as referred to in § 13 of the regulation of the Minister of Science and Higher Education on study programmes;

- 2) the courses delivered by means of a distance teaching and learning mode shall not take place solely in an asynchronous mode;
- 3) the syllabus of a course delivered by means of a distance teaching and learning mode shall include a description of the methods for the ongoing monitoring of the student's progress in studies;
- 4) training shall be provided to the students in the use of IT tools to the extent necessary for them to participate in the courses; in particular, the students shall be informed before the start of the course of how to access the platform on which the classes will be taught;
- 5) the academic teachers conducting the classes shall inform the head of the teaching unit immediately if the classes cannot be held as planned or scheduled; furthermore, they shall undertake actions, in consultation with the head of the teaching unit, to enable the students to achieve the intended learning outcomes;
- 6) the students participating in distance teaching and learning courses are provided with the opportunity to consult the academic teachers in person, including meetings organised in the facilities of the University of Warsaw;
- 7) the head of the teaching unit organising the education process in the fields of studies with a practical profile shall specify, by means of an ordinance, the methods and techniques of online education to be used as an auxiliary tool in the case of the courses developing practical skills.

§ 3

It is recommended that the teaching and learning council and the head of studies be consulted on issuing by the head of the teaching unit the ordinances referred to in § 2, points 1 and 7.

§ 4

The recommendations specified in § 2 and § 3 shall apply respectively to the process of organising the courses for the doctoral students.

§ 5

The resolution shall enter into force on the date of its adoption.

The Chairperson of the URK: *S. Żółtek*