

**Ordinance No. 36
of the Rector of Poznan University of Technology
of 1 September 2021
(RO/IX/36/2021)**

**on the organization of the functioning of Poznan University of Technology in the winter semester
of the academic year 2021/22**

Acting pursuant to Article 23, paragraph 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) and Article 207 § 2 of the Labour Code, in connection with the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws, item 374) and §13a of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661), **it is ordered** as follows:

§ 1

In the winter semester of the academic year 2021/2022, the following organization of the functioning of Poznan University of Technology (PUT) shall be introduced, taking into account the principles of preventing, counteracting and combating COVID-19 among members of the community:

1. The remote form of conducting lectures shall be allowed, not exceeding 50% of the total number of semester hours (for a given field of study), and in compliance with the decision taken by the Dean/Director of the Doctoral School. The remaining forms of classes and all forms of postgraduate studies, courses and training sessions shall be carried out in direct contact with a teacher (on-site form).
2. It is suggested that diploma examinations be held in an on-site form. In duly justified cases, a remote form shall be allowed, carried out in accordance with Ordinance No. 29 of the Rector of PUT of 29 May 2020 *on the principles related to semester completion assessment and examinations using electronic means of communication*.
3. It is suggested that procedures for conferring doctoral and postdoctoral degrees be conducted in an on-site form, while in justified cases a remote or hybrid form shall be allowed on the basis of the Dean's decision.
4. Restrictions related to the organization of any conferences and events by the University and on its premises (excluding an online form) shall be maintained in accordance with the currently applicable Regulation of the Council of Ministers on the establishment of specific restrictions, orders and bans connected with the state of epidemic.
5. Visits by outside guests in PUT Student Dormitories shall be forbidden.
6. Business trips and delegations abroad shall be possible in justified cases after obtaining the prior consent of the Dean of the faculty/Vice-Rector/Chancellor and after meeting the entry requirements of the host country. Permission to go a business trip and delegation shall not be issued (or shall be revoked) in the case of persons travelling to a country returning from which would oblige travellers to self-quarantine. Persons leaving the country shall be obliged to constantly monitor the current restrictions related to entering and staying in the country they are travelling to (any changes to already approved departures should be reported to the International Business Travel Section).
7. Arrivals at PUT of employees from abroad shall be possible in justified cases after obtaining the prior consent of the Dean of the faculty /Vice-Rector/Chancellor and after meeting the applicable entry requirements of the Republic of Poland.
8. There shall not be any additional restrictions:
 - a) for domestic business trips and delegations;
 - b) for student exchanges;
 - c) for research and implementation activities.

§ 2

1. Classes in a remote form shall be conducted using tools available on the university platform <https://elearning.put.poznan.pl/>.
2. Conducting remote classes should take place with the use of university infrastructure on PUT premises, which ensures good quality of Internet transmission and appropriate technical support. Remote and on-site classes shall be conducted in real time according to the timetable. Semester completion assessment and examinations shall be conducted in the same mode as classes.
3. The eKursy platform shall be an obligatory tool in which academic teachers conducting classes determine the structure and form of classes, the rules of obtaining credits and provide auxiliary materials regardless of the form in which classes are conducted.

§ 3

1. Persons remaining in shared places and areas of the University shall be required to comply with all the applicable safety requirements and observe all the current recommendations and guidelines in force at the University regarding the prevention, counteracting and combating COVID-19.
2. All persons entering the University premises, shall declare that, to the best of their knowledge, they do not show symptoms characteristic of people suffering from COVID-19. In particular, they are not feverish, have no difficulty breathing, do not cough, are not short of breath, have not experienced a loss of smell and taste, have not had close contact with an infected or isolated person, and have not been subjected to isolation, quarantine, epidemiological surveillance or any other sanitary procedure in connection with the epidemiological threat related to COVID-19 in the last 10 days counting from the next day after a close contact or sanitary restrictions imposed by an authorized body.

§ 4

1. The University has established the Emergency Team, chaired by the Vice-Rector for Student Affairs and Education, PUT Professor Agnieszka Misztal, Ph.D., D.Sc.
2. The Emergency Team provides necessary and up-to-date information (e-mail: korawirus@put.poznan.pl; website: <https://www.put.poznan.pl/pl/aktualnosc/koronawirus-wazne-informacje>).
3. Each member of the PUT academic community (employee, PhD student, first- and second-cycle student, postgraduate student) shall be obliged to immediately inform the University of being sick with the COVID-19, suspected disease or being quarantined by sending an e-mail to the following address: covid19@put.poznan.pl. Employees shall additionally be obliged to inform the Head of the unit and the Human Resources Office.
4. In the event of a risk of the COVID-19, the guidelines are provided by the Emergency Team: 24/7 phone No. 601561506, e-mail: covid19@put.poznan.pl.

§ 5

1. In individual situations, departures from the above rules shall be allowed with the consent of the Rector, after the opinion issued by the Head of the Emergency Team and on the basis of an application sent to the following e-mail address: korawirus@put.poznan.pl.

§ 6

The Ordinance shall come into force on the day of signing with effect from 1 October 2021.

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.