



**Regulation No. 84/2020  
of the Rector of the University of Opole  
of July 17, 2020**

**on amending and issuing the consolidated text of Regulation  
No. 52/2020 of the Rector of the University of Opole of May 19,  
2020 on special rules for conducting classes with the use of distance  
learning methods and techniques**

Pursuant to **Art. 23(1)** of the Act of 20 July 2018 – *Law on Higher Education and Science* (Journal Laws of 2020, item 85 as amended) and **Section 13(3)** of the *Statute of the University of Opole* (Resolution No. 293/2016-2020 of the Senate of the University of Opole of 18 June 2020), I order as follows:

**§ 1**

1. Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques is amended as follows:

1) in **section 1**:

a) **subsection 2** is amended as follows:

“2. The rules referred to in section 1 shall apply to conducting classes in the first semester of the academic year 2020/2021, within:

- 1) first-cycle studies;
- 2) second-cycle studies;
- 3) long-cycle studies;
- 4) postgraduate (diploma) studies
- 5) doctoral studies;
- 6) doctoral school.”;

2) in **section 2**:

a) **subsection 1** is amended as follows:

“1. The academic teacher is required to teach classes within the forms of education, referred to in section 1(2) with the use of methods and techniques of distance learning in real time, regardless of whether this form of classes was provided for in the programme of studies or programme of the doctoral school. ”;

b) **subsection 2** is amended as follows:

“2. The obligation referred to in subsection 1 shall not apply to classes for which for obvious reasons,

and in particular due to the form of classes or their specificity, including the need for direct contact between teachers and students or doctoral students, the manner of conducting classes specified in subsection 1 is not possible. This applies in particular to practical study programmes, laboratory and practical classes, workshops, field classes, and art workshops.";

c) **subsection 4** is amended as follows:

"4. Implementation of classes referred to in subsection 2 takes place in the manner of direct contact between teachers and students or doctoral students, while maintaining sanitary regime and safety conditions in force at the University of Opole.";

d) **subsection 5**, is amended as follows:

"5. If by the end of the first semester of the academic year 2020/2021 conducting certain classes has not been possible at the University of Opole, in justified cases:

- 1) with the dean's consent and approval of the Vice-Rector for Academic and Student Affairs - in the case of the forms of education referred to in section 1(2)(1-3);
  - 2) with the consent of the head of postgraduate studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(4);
  - 3) with the consent of the head of doctoral studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(5);
  - 4) with the consent of the head of the doctoral school and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(6);
- it is allowed to implement up to 20% of ECTS points of the first semester of the academic year 2020/2021 in the next semester of the academic year 2020/2021.";

e) **subsection 7** is amended as follows:

"7. Students of medicine, pharmacy, nursing, midwifery and physiotherapy can achieve in the classes conducted with methods and techniques of distance learning a part of learning outcomes assigned to classes shaping practical skills, including practical classes and internships, which cannot produce a greater number of ECTS points ascribed for those classes in programmes of studies than it is specified in the appropriate regulation of the Minister of Science and Higher Education on the standards in education preparing for the profession of doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic.";

f) **subsection 8** is added after **subsection 7** and it reads as follows:

"8. In justified cases:

- 1) with the dean's consent and approval of the Vice-Rector for Academic and Student Affairs - in the case of forms of the education referred to in section 1(2)(1-3);

- 2) with the consent of the head of postgraduate studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(4);
  - 3) with the consent of the head of doctoral studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(5);
  - 4) with the consent of the head of the doctoral school and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(6);
- it is allowed to conduct certain classes in a mixed (hybrid) manner, that is, using distance learning methods and techniques and direct contact form. Teaching in the manner referred to in the preceding sentence may not lead to additional costs for the University of Opole or to duplication of class-groups.";

g) **subsection 9** is added after **subsection 8** and it reads as follows:

"9. Classes with learning outcomes requiring conducting laboratory classes, practical classes, workshops, field classes, and art workshops, provided that all learning outcomes will be implemented and it is justified by the nature of these classes, can take place within one group with the use of distance learning methods and techniques.";

h) **subsection 10** is added after **subsection 9** and it reads as follows:

"10. In the case of study programmes where most of students are foreigners, if conducting classes in the manner\* of direct contact for these students is impossible, e.g. due to lack of visa, state of epidemic risk, etc., the academic teacher is obliged to teach in the hybrid form. Teaching in the manner referred to in the preceding sentence may not lead to additional costs for the University of Opole, or duplication of class-groups.";

3) in **section 3**:

a) **subsection 1** is amended as follows:

"1. Classes conducted in the manner referred to in section 2(10) shall be implemented on the dates specified in the class schedule. In exceptional cases, there is a possibility of the conducting classes referred to in the preceding sentence on dates other than specified in the class schedule. A decision regarding the change of date of conducting classes shall be taken by:

- 1) dean - in the case of the forms of education referred to in section 1(2)(1-3);
- 2) head of postgraduate (diploma) studies - in the case of the form of education referred to in section 1(2)(4);
- 3) head of doctoral studies - in the case of the form of education referred to in section 1(2)(5);
- 4) head of the doctoral school - in the case of the form of education referred to in section 1(2)(6);

- b) **subsection 2** is amended as follows:

“2. Teaching in the form referred to in section 2(1) is carried out exclusively with the use of Microsoft Teams. The Moodle platform can be used by the academic teacher as an auxiliary tool.”;
  - c) **subsection 3** is repealed.
- 4) in **section 4**:
- a) **subsection 1** is amended as follows:

„1. The academic teacher conducting classes in the manner referred to in section 2(1) shall promptly determine the method and form of teaching.
  - b) **subsection 2** is amended as follows:

“2. The academic teacher is obliged to inform students or doctoral students with no delay about a manner and form of conducting classes and other significant circumstances connected with it by means of electronic communication.”;
  - c) **subsection 4** is amended as follows:

“The academic teacher is responsible for the quality of prepared and shared teaching materials referred to in subsection 3.”;
- 5) in **section 5**:
- a) **subsection 1** is amended as follows:

“1. Students and doctoral students have the right to obtain from the academic teacher all the necessary information on the organization and implementation of the classes carried out in the manner referred to in section 2(1), in particular on the manner and form of the classes.”;
- 6) in **section 7**:
- a) **subsection 2** is amended as follows:

“2. Within the supervision referred to in subsection 1, the entities referred to in subsection 1(1-4) shall monitor the process of teaching, in particular the organization of classes, degree of (doctoral) students’ task load, communication between the academic teacher and (doctoral) students and the way of fulfilling the obligation referred to in section 4(3). In justified cases, the entities referred to in subsection 1(1-4), persons designated by such entities or the competent vice-rector for academic and student affairs can connect to the classes implemented in the manner specified in section 2(1).”;
  - b) **subsection 3** is amended as follows:

“Dean's offices and the office of the doctoral schools keep time records of classes implemented in the manner referred to in section 2(1 and 2), according to the class schedule. The dean, head of postgraduate studies, or head of the doctoral school shall determine the dates and manner in which the above obligation is to be fulfilled. The appendix with a teaching time record form is an integral part of the regulation (reporting method).”;

## **§ 2**

The remaining provisions of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques remain unamended.

## **§ 3**

The Appendix to this Regulation contains the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes using distance learning methods and techniques, with the amendments included in Regulation No. 56/2020 of 26 May 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes using distance learning methods and techniques, and Regulation No. 84/2020 of 17 July 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes using distance learning methods and techniques.

## **§ 4**

The regulation shall enter into force on the date of signature with effect of 01 October 2020.

*Rector of the University of Opole*

*Prof. Marek Masnyk*



**Regulation No. 52/2020  
of the Rector of the University of Opole  
of May 19, 2020,  
as amended on July 17, 2020**

**on special rules for conducting classes with the use of distance  
learning methods and techniques**

Pursuant to **Art. 23(1)** of the Act of 20 July 2018 – *Law on Higher Education and Science* (Journal Laws of 2020, item 85as amended) and **Section 13(3)** of the *Statute of the University of Opole* (Resolution No. 293/2016-2020 of the Senate of the University of Opole of 18 June 2020), I order as follows:

**§ 1**

1. This regulation lays down special rules for conducting classes with the use of teaching methods and techniques of distance learning, in relation to the preventing and combating COVID-19 among employees, students, and doctoral students of the University of Opole.
2. The rules referred to in subsection 1 shall apply to conducting classes in the first semester of the academic year 2020/2021, within:
  - 1) first-cycle studies;
  - 2) second-cycle studies;
  - 3) long-cycle studies;
  - 4) postgraduate (diploma) studies
  - 5) doctoral studies;
  - 6) doctoral school.<sup>1</sup>

**§ 2**

1. The academic teacher is required to teach classes within the forms of education referred to in section 1(2) with the use of methods and techniques of distance learning in real time, regardless of whether this form of classes was provided for in the programme of studies, or programme of the doctoral school.<sup>2</sup>

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<sup>1</sup> As amended by section 1(1)(1)(a) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>2</sup> As amended by section 1(1)(2)(a) of Regulation No. 84/2020 of the Rector of the University of Opole of July 17, 2020 on amending and issuing a consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

2. The obligation referred to in subsection 1 shall not apply to classes which cannot be conducted in the manner set out in subsection 1 for obvious reasons, and in particular because of the form of the classes or their specificity, including the need for direct contact between academic teachers and students or doctoral students. This applies in particular to practical study programmes, laboratory and practical classes, workshops, field classes, and art workshops.<sup>3</sup>
3. To implement classes in the manner referred to in section 1, there shall be not applied any restrictions on the number of ECTS points that can be acquired through teaching with the use of methods and techniques of distance learning as defined in the programme of studies, or the programme of studies of the doctoral school, subject to the relevant provisions of the Regulation of the Minister of Science and Higher Education on standards of education preparing for the profession of doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic.<sup>4</sup>
4. Implementation of classes referred to in subsection 2 takes place in the manner of direct contact between teachers and students or doctoral students, while maintaining sanitary regime and safety conditions in force at the University of Opole.<sup>5</sup>
5. If by the end of the first semester of the academic year 2020/2021 conducting certain classes at the University of Opole has not been possible, in justified cases:
  - 1) with the dean's consent and approval of the Vice-Rector for Academic and Student Affairs - in the case of the forms of education referred to in section 1(2)(1-3);
  - 2) with the consent of the head of postgraduate studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(4);
  - 3) with the consent of the head of doctoral studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(5);
  - 4) with the consent of the head of the doctoral school and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(6);- it is allowed to implement up to 20% of ECTS points of the first semester of the academic year 2020/2021 in the second semester of the academic year 2020/2021.<sup>6</sup>
6. The implementation manner of classes referred to in subsection 5 does not entail the need to submit requests by students or doctoral students for

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<sup>3</sup> As amended by section 1(1)(2)(b) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>4</sup> As amended by section 1(1)(2)(c) of Regulation No. 56 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>5</sup> As amended by section 1(1)(2)(c) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>6</sup> As amended by section 1(1)(2)(d) of Regulation No. 84/2020 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

- repeating a semester or a year, or conditional credit and paying relevant fees.<sup>7</sup>
7. Students of medicine, pharmacy, nursing, midwifery and physiotherapy can achieve in the classes conducted with the use of methods and techniques of distance learning a part of learning outcomes assigned to classes shaping practical skills, including practical classes and internships, which cannot produce a greater number of ECTS points ascribed for those classes in programmes of studies than is specified in the appropriate regulation of the Minister of Science and Higher Education on standards in education preparing for the profession of doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic.<sup>8</sup>
  8. In justified cases:
    - 1) with the dean's consent and approval of the Vice-Rector for Academic and Student Affairs - in the case of the forms of education referred to in section 1(2)(1-3);
    - 2) with the consent of the head of postgraduate studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(4);
    - 3) with the consent of the head of doctoral studies and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(5);
    - 4) with the consent of the head of the doctoral school and approval of the Vice-Rector for Academic and Student Affairs - in the case of the form of education referred to in section 1(2)(6);- it is allowed to conduct certain classes in the mixed (hybrid) manner, that is, using the distance learning methods and techniques and direct contact form. Teaching in the manner referred to in the preceding sentence may not lead to additional costs for the University of Opole or duplication of class-groups.<sup>9</sup>
  9. Classes with learning outcomes requiring conducting laboratory classes, practical classes, workshops, field classes, and art workshop classes, provided that all learning outcomes will be realized and it is justified by the nature of these classes, can take place within one group with the use of distance learning methods and techniques.<sup>10</sup>
  10. In the case of study programmes where most of the students are foreigners, if conducting direct contact classes for these students is impossible, e.g. due to the lack of visa, state of epidemic risk, etc., the academic teacher is obliged to teach in the hybrid form. Teaching in the manner referred to in the

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<sup>7</sup> As amended by section 1(1)(2)(e) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for the conduct of classes with the use of distance learning methods and techniques.

<sup>8</sup> As amended by section 1(1)(2)(e) of Regulation No. 84/2020 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for the conduct of classes with the use of distance learning methods and techniques.

<sup>9</sup> As amended by section 1(1)(2)(f) of Regulation No. 84/2020 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for the conduct of classes with the use of distance learning methods and techniques.

<sup>10</sup> As amended by section 1(1)(2)(g) of Regulation No. 84/2020 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for the conduct of classes with the use of distance learning methods and techniques.



preceding sentence may not lead to additional costs for the University of Opole or to duplication of class-groups.<sup>11</sup>

### § 3

1. Classes conducted in the manner referred to in section 2(1) shall be implemented on the dates specified in the class schedule. In exceptional cases, there is a possibility of the conducting classes referred to in the preceding sentence, on dates other than specified in the class schedule. A decision regarding the change of date of conducting classes shall be taken by:
  - 1) dean - in the case of the forms of education referred to in section 1(2)(1-3);
  - 2) head of postgraduate (diploma) studies - in the case of the form of education referred to in section 1(2)(4);
  - 3) head of doctoral studies - in the case of the form of education referred to in section 1(2)(5);
  - 4) head of the doctoral school - in the case of the form of education referred to in section 1(2)(6).<sup>12</sup>
2. Teaching in the form referred to in section 2(1) is carried out exclusively with the use of Microsoft Teams. The Moodle platform can be used by the academic teacher as an auxiliary tool.<sup>13</sup>
3. *Repealed.*<sup>14</sup>

### § 4

1. The academic teacher conducting classes in the manner referred to in section 2(1) shall promptly determine the method and form of teaching.<sup>15</sup>
2. The academic teacher is obliged to inform students or doctoral students with no delay about a manner and form of conducting classes and other significant circumstances connected with it by means of electronic communication<sup>16</sup>
3. The academic teacher conducting classes in the manner referred to in section 2(1) is obliged to prepare and share, or indicate to

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<sup>11</sup> As amended by section 1(1)(2)(h) of Regulation No. 84/2020 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>12</sup> As amended by section 1(1)(3)(a) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>13</sup> As amended by section 1(1)(3)(b) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>14</sup> Pursuant to section 1(1)(3)(c) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>15</sup> As amended by section 1(1)(4)(a) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>16</sup> As amended by section 1(1)(4)(b) of Regulation No. 84/2020 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

students or doctoral students materials and sources necessary for the proper implementation of classes.<sup>17</sup>

4. The academic teacher is responsible for the quality of the prepared and shared teaching materials referred to in subsection 3.<sup>18</sup>

## **§ 5**

1. Students and doctoral students have the right to obtain from the academic teacher all the necessary information on the organization and implementation of the classes carried out in the manner referred to in section 2(1), in particular on the manner and form of the classes.<sup>19</sup>
2. Students and doctoral students are required to read the information referred to in subsection 1.<sup>20</sup>

## **§ 6**

1. As regards the implementation of obligatory internships, it is allowed not to complete the internship in the semester provided for in the study plan or programme of study at the doctoral school.<sup>21</sup>
2. The manner of implementation of the internship referred to in subsection 1 shall not require students or doctoral students to apply for the repetition of a semester or a year, or to have a conditional credit and pay any fees for it.<sup>22</sup>
3. A decision concerning the implementation of internships shall be taken by the dean, in consultation with the internship coordinator or the head of the doctoral school.<sup>23</sup>

## **§ 7**

1. The supervision of the proper implementation of conducting classes in the manner referred to in section 2(1) in the period referred to in section 1(2) shall be exercised appropriately by:
  - 1) dean in cooperation with programme coordinators - in respect of education at first-cycle studies, second-cycle studies and long-cycle studies;
  - 2) head of postgraduate programmes - in respect of education at postgraduate programmes;

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<sup>17</sup> As amended by section 1(1)(4)(b) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>18</sup> As amended by section 1(1)(4)(c) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>19</sup> As amended by section 1(1)(5)(a) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>20</sup> As amended by section 1(1)(5)(b) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>21</sup> As amended by section 1(1)(6)(a) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules conducting classes with the use of distance learning methods and techniques.

<sup>22</sup> As amended by section 1(1)(6)(b) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>23</sup> As amended by section 1(1)(6)(c) of Regulation No. 56/2020 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole of May 19, 2020 on special rules for conducting classes with the use of distance learning methods and techniques.

- 3) head of doctoral studies - in respect of doctoral programmes;
- 4) head of the doctoral school - in respect of education at the doctoral school.<sup>24</sup>
2. Within the supervision referred to in subsection 1, the entities referred to in subsection 1(1-4) shall monitor the process of teaching, and in particular the organization of classes, degree of the (doctoral) students' task load, communication between academic teachers and (doctoral) students and the way of fulfilling the obligation referred to in section 4(3). In justified cases, the entities referred to in subsection 1(1-4), persons designated by such entities or the competent vice-rector for academic and student affairs can connect to the classes implemented in the manner specified in section 2(1).<sup>25</sup>
3. "Dean's offices and the office of the doctoral school shall keep time records of classes implemented in a manner referred to in section 2(1 and 2), according to schedule of classes. The dates and a method of implementing this obligation shall be established by the dean, the head of the postgraduate programmes, or the head of the doctoral school. An The appendix with a teaching time record form is an integral part of the regulation (reporting method).<sup>26</sup>
4. On the basis of the documentation referred to in subsection 3, a settlement of the hours of teaching, including overtime, shall be prepared and submitted to the Office of Academic and Student Affairs.
5. The settlement referred to in subsection 4 shall be verified formally and in terms of accounting, inter alia, on the basis of the teaching schedule by the Office of Academic and Student Affairs. Following the formal verification, the Office of Academic and Student Affairs shall submit settlements to the Bursary in order to confirm the conformity of the value of settlements with the material and financial plan of the University.
6. After the confirmation of running a formal and accounting verification by the Office of Academic and Student Affairs and the submission of the financial countersignature of the Bursar on the settlement of teaching hours, including overtime hours, the settlement shall be submitted to the competent Vice-Rector for Academic and Student Affairs for approval.

## **§ 8**

1. In matters not covered herein, refer to:
  - 1) Rules of Study at the University of Opole, attached to Resolution No. 186/2016-2020 Senate of the University of Opole of 25 April 2019;
  - 2) Rules of Postgraduate Studies at the University of Opole, attached to Resolution No. 221/2016-2020 of the Senate of the University of Opole of 17 September 2019;
  - 3) Rules of Doctoral Studies at the University of Opole, attached to Resolution No. 93/2012-2016 of the Senate of the University of Opole of 26 March 2015 as amended;

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<sup>24</sup> As amended by section 1(1)(7)(a) of Regulation No. 56 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>25</sup> As amended by section 1(1)(6)(a) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020, of May 19, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques.

<sup>26</sup> As amended by section 1(1)(6)(b) of Regulation No. 84 of the Rector of the University of Opole of July 17, 2020, of May 19, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques.

- 4) Rules of the Doctoral School attached to Resolution No. 207/2016-2020 of the Senate of the University of Opole of June 25, 2019.<sup>27</sup>

**§ 9**

Decision No. 01/2020 of the Vice-Rector for Academic and Student Affairs of April 10, 2020 is repealed.

**§ 10**

The regulation shall enter into force on the date of signature with effect of October 01, 2020.

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<sup>27</sup> As amended by section 1(1)(8)(a) of Regulation No. 56/2020 of the Rector of the University of Opole of May 26, 2020 on amending and issuing the consolidated text of Regulation No. 52/2020 of the Rector of the University of Opole on special rules for conducting classes with the use of distance learning methods and techniques.