



Regulation No. 58/2020
of the Rector of the University of Opole
of May 27, 2020

on special rules on crediting and examining outside the seat of the university using IT tools

Pursuant to **Art. 23(1)**, **Art. 76a** and **Art. 198a** of the Act of 20 July 2018 - *Law on Higher Education and Science* (Journal of Laws of 2020, item 85 as amended) in conjunction with **§ 2(2)**, in connection with **§ 1(2)** of the Ordinance of the Minister of Science and Higher Education of 21 May 2020 *on temporary restrictions on functioning of certain entities of the system of higher education and science in relation to preventing, combating and counteracting COVID-19* (Journal of Laws of 2020, item 911), and **§ 13(3)** of the *Statute of the University of Opole* (Resolution No. 253/2016-2020 of the Senate of the University of Opole of 16 April 2020), I order the following:

§ 1

1. This regulation defines special rules for course crediting and conducting examinations outside the premises of the University of Opole (in a remote mode) with the use of IT tools ensuring control over their progress, and their recording, in connection with preventing, combating and counteracting COVID-19 among employees, students, doctoral students of the University of Opole.
2. The rules referred to in § 1(1) shall apply to course crediting and conducting examinations in the academic year 2019/2020 within:
 - 1) first-cycle studies;
 - 2) second-cycle studies;
 - 3) long-cycle studies;
 - 4) postgraduate (diploma) studies
 - 5) doctoral studies;
 - 6) doctoral school.
3. The terms "examination" or "credit" should be understood as the verification of the achieved learning outcomes conducted outside the seat of the university (University of Opole) with the use of IT tools ensuring control over its progress and its recording in order to grade a given course.

§ 2

1. The examination or credit procedures allow for the verification of the achieved learning outcomes - as defined in programmes of studies, and in the programme of studies of the doctoral school - outside the seat of the University of Opole with the use of IT tools ensuring its control and its recording.
2. It is permissible to make changes in the forms and methods of verification of learning outcomes and the conditions for crediting a course specified in the syllabus.
3. The changes referred to in § 2(1) and (2) require the approval of the Dean or head of the doctoral school.

§ 3

1. The examination schedule shall be approved by the Dean or the head of the doctoral school not later than 14 days before the beginning of the examination period and shall be immediately communicated to students, doctoral students, and staff members.
2. Academic teachers shall inform students or doctoral students about the dates and form of crediting, not later than seven days before the planned date.

§ 4

1. Examinations and crediting can be conducted using the Microsoft Teams or the Moodle platform.
2. In exceptional cases, the Dean or the head of the doctoral school may agree to conduct the exams or crediting using other IT tools that will ensure control over the progress, and its recording.
3. An oral examination or credit may only be taken by (doctoral) students who have access to the IT tools referred to in § 4(1) simultaneously with the academic teacher for the duration of the examination or crediting procedure.
4. Students or doctoral students who undertake an examination or a credit carried out orally shall be required to:
 - 1) have equipment fitted with a camera and a microphone enabling two-way audio-video transmission, and access to the Internet;
 - 2) log in to the Microsoft Teams application - identification through their album number;
 - 3) allow the teacher to verify their identity by making their photo available in the USOSweb platform or showing a student ID card using the IT tools;
 - 4) submit a declaration of unassisted work during the examination or crediting process;
 - 5) show the view of the room in which they are located upon request of the academic teacher.
5. In exceptional circumstances, the Dean or the head of the doctoral school may agree to exempt a student from the obligation referred to in § 4(4)(1).
6. In the case referred to in 4, the Dean is required to provide a (doctoral) student with a room in the faculty building with equipment fitted with a camera and microphone for two-way audio-video transmission and Internet access so that the examination or crediting procedure can be conducted.
7. The declaration referred to in § 4(4)(4), shall be submitted by a student or doctoral student in the form of a file (attachment) which shall be sent to the academic teacher via the Microsoft Teams or Moodle platforms or sent to the senior year/group leader who shall send all declarations collectively to the academic teacher. The statements should be sent immediately after the examination or crediting procedures are completed.
8. The academic teacher who conducts the examination or credit is required to:
 - 1) in the case of doubts concerning a student or doctoral student, verify their identity using the methods referred to in section § 4(4)(3);
 - 2) inform the student or doctoral student of the result of the examination or credit;
 - 3) keep recordings of the examination or credit 30 days after the date of the entry of the grade for the examination or credit in the USOSweb system. The storing of the recordings mentioned above refers to oral examinations.

9. The preparation and conduct of an examination or crediting procedures using specific IT tools is the responsibility of the academic teacher. Technical support for the preparation and conduct of an examination or a crediting procedure is provided by the IT Centre.

§ 5

1. In the case of a connection breakdown with the student or doctoral student during the examination or crediting procedure, or other circumstances preventing monitoring or registering the examination or crediting procedure, the academic teacher may:
 - 1) reconnect and continue the examination or crediting;
 - 2) terminate the examination or crediting and repeat the examination or crediting on the same day after re-connection or at the earliest date possible, which shall be communicated to students or doctoral students. That date may be no more than two days later.
2. If any irregularities are found during the course of an examination or a crediting, the academic teacher shall be authorised, after a prior warning of the infringing student or doctoral student, to order the termination of the examination or crediting for that student or doctoral student.
3. The termination of an examination due to irregularities found during the course of the examination or a permanent loss of connection on the part of a student or doctoral student shall result in the student or doctoral student losing a given examination date.

§ 6

1. The supervision over the proper conduct of examinations and credits in the manner referred to in § 2(1) shall be exercised:
 - 1) in the scope of education at first-cycle studies, second-cycle studies and long-cycle studies by the study programme coordinator;
 - 2) in respect of education on postgraduate programmes, the head of postgraduate programmes;
 - 3) in respect of doctoral programmes - the head of a doctoral programme;
 - 4) in respect of education at the doctoral school - head of the doctoral school.
2. Within the framework of the supervision referred to in section § 6(1), persons referred to in § 6(1)(1-4) shall be obliged to monitor the process of conducting examinations and credit completion, and in particular the method of their organisation.

§ 7

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 on 25 April 2019;
- 2) Regulations for 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;
- 4) Rules of the Doctoral School attached to Resolution No. 207/20162020 of the Senate of the University of Opole of 25 June 2019.

§ 8

Regulation shall enter into force on the day of signature.

Rector of the University of Opole

Prof. Dr habil. Marek Masnyk