

Resolution No. 161/2020
of 08.09.2020
by the Rector
of the Medical University of Silesia in Katowice

on: prevention of the spread of SARS-CoV-2 coronavirus among the community of the
Medical University in Katowice

Acting on grounds of § 29 par. 3 of the Statute of the Medical University of Silesia in Katowice (*Resolution N. 31/2019 of the Senate of the Medical University of Silesia of 29.05.2019*) in relation to the Act of 2 March, 2020 on specific solutions regarding prevention, counteracting and eradication of COVID-19, other infectious diseases and the effecting crisis situations (Journal of Laws 2020, item 374 as amended), I order hereby as follows:

§ 1

1. Effective 01.10.2020, I introduce the combined model of education forms for all fields and levels of studies, that is, stationary education, as well as implementation of distance education methods and techniques.
2. A detailed description of rules concerning classes for students and doctoral students and other forms of education, is included in Annex 1 to this Resolution.
3. I oblige Deans of all Faculties and the Director of the Doctoral School to ensure implementation of teaching programmes and credits, taking into consideration limitations in ECTS points that a student may obtain in distance learning, based on valid acts of law and present sanitary restrictions.
4. The academic teacher is obliged to:
 - 1) monitor and document the course of the education process, with the use of available IT tools. Documentation should thoroughly confirm regularity of interactions with the students,
 - 2) prepare teaching materials that will make distance teaching possible,
 - 3) ensure information safety, particularly the privacy of students and doctoral students,
5. The Head of the Unit is obliged to:
 - 1) monitor the quality of teaching materials in digital form, the manner of they are made accessible and detecting faults in remote teaching,
 - 2) store and make accessible documentation of remote teaching process upon the request of the Dean/Doctoral Studies Director or the employer
 - 3) supervise classes held by the Unit, as mentioned in par.4, item 3
6. The course of teaching process and verification of learning effects is controlled and assessed by the Assembly/Subassembly for Education Quality, functioning in consultation with the Deans of Faculties.
7. The Dean/Director of Doctoral School/Head of Postgraduate College and the Head of the Unit are responsible for classes organization, including examinations and credits in stationary form, following sanitary restrictions and procedures being the consequence of present acts of law and guidelines, as mentioned in § 4.

§ 2

1. Research work with participation of students and doctoral students, supervised by tutors (Medical University of Silesia workers) will be stationary at the University Units, with reservation of par. 2
2. The tutor, in consultation with the Head of the University Unit, where the research is currently performed by the students and doctoral students, may decide as regards the methods and techniques in remote education, if the subject and nature of work do not cause interference.

§ 3

1. I oblige all employees to totally limit the direct contact at the workplace.
2. In order to maintain communication, it is recommended to use electronic tools and telephones.
3. The rules concerning work organization during SARS-CoV-2 threat, are specified in Annex 2 to this Resolution.
4. Failing to perform or improper performance of obligations described in the Rules section, par.3, including submission of the statement contrary to the facts of the case, the Heads of the University Units are personally responsible, according to appropriate acts of law, in particular:
 - 1) financial liability for loss suffered by the University, due to inappropriate calculation of employees payment base,
 - 2) disciplinary, due to improper compliance with employees obligations, including the supervision of subordinated University Unit.
5. The Heads of the University Units are also responsible for improper supervision of the students' education process, in relation with a potential incorrect data determination from the point of the course of studies, credits and confirmation of obtained education.

§ 4

1. I oblige employees, students and doctoral students to:
 - 1) implement guidelines/procedures concerning steps to be taken in case of suspicion of SARS-CoV-2 viral infection (asymptomatic or symptomatic), particularly hands disinfection before entering buildings, complying with the rules concerning social distancing, avoiding gatherings, covering mouth and nose,
 - 2) immediately inform heads of the University Units, Deans, Director of Doctoral School about your symptoms indicating COVID-19 or suspicions resulting from contacting an infected person.
 - 3) keep up-to-date with information on the University website and communiques on the Dean's Office website
2. The Heads are requested to apply safety measures in the University Units, according to the acts of law, including recommendations of the Chief Sanitary Inspectorate and appropriate Ministries on the websites:
www.gis.gov.pl
www.gov.pl/web/zdrowie
www.gov.pl/web/nauka

§ 5

1. I recommend organising home and international conferences, events, training sessions, and participation of employees, doctoral students and students of the Medical University of Silesia by means of remote communication tools.
2. In case of:
 - 1) conferences/events organised by the Medical University of Silesia,
 - 2) home and international business trips and participation of employees, doctoral students and students of the Medical University of Silesia in home conferences,
 - 3) foreign guests visits to the Medical University of Silesia, limitations, orders and bans are taken into account, resulting from the acts of law concerning state of epidemics, with a condition that applying for a business trip entails a statement concerning the knowledge of the rules in force and risk factors.

§ 6

1. The rules of accommodation in Students' Dormitories are specified by the Medical University of Silesia in Katowice Students' Dormitories regulations.
2. Persons not quartered in the Students' Dormitories are not allowed to stay there.
3. I oblige the Heads of the Students' Dormitories to:
 - 1) Implement actual guideline of Chief Sanitary Inspectorate and inner procedures to ensure safe accommodation conditions in the Students' Dormitories, including posting up in a visible way information concerning the necessity of strict compliance to the rules
 - 2) immediately report any doubts or possible incidents to the Director of Administration/Economic Unit, in order to make arrangements with appropriate sanitary services
4. Gross or persistent violation of the rules/procedures in the Students' Dormitories may deprive the student of accommodation rights.

§ 7

The University Authorities, Boards/Teams are granted access to use technical means of remote communication, with reservation § 8 par. 2

§ 8

1. Computer Science and Computerization Centre posts on the Medical University of Silesia website electronic schedules of authorities/boards/teams meetings, conferences, PhD examinations, examinations/credits.
2. The chairman of collective authorities, boards, including competitive, doctoral and habilitation, conference organizers and examiners, send information about their timing by means of electronic form, at least 7 days before scheduled meeting, conference, its examination, with stipulation par. 3 and 4.
3. Chairmen of doctoral boards send dates of PhD examinations, according to terms being in force according to current law regulations.

4. Computer Science and Computerization Centre informs about examination/credit date at least 5 days ahead scheduled time.
5. Computer science and Computerization Centre sends return message about colliding the scheduled terms, which is mentioned in par. 2, to arrange a new date, following the rules described in par. 3 and 4.
6. The Dean's Offices hold electronic date schedules of master's thesis exam. Information about these schedules are available in the students' section <https://student.sum.edu.pl>.
7. Chairmen of the Boards inform about the scheduled master's thesis examinations by means of electronic form at 10 days before examination, with stipulation par. 3
8. The Dean's Office employee posts the date of the examination in the calendar at least 7 days before.
9. Electronic forms are available on the website:
 - 1) <https://egzaminy.sum.edu.pl> – reporting dates of examinations and credits conducted on e-learning and examination platforms of the Medical University of Silesia,
 - 2) <https://wideokonferencje.su.edu.pl> – reporting dates of authorities meetings/boards, teams, dates of PhD dissertation hearings.
 - 3) <https://obrony.su.edu.pl> – reporting dates of master's thesis hearing

§ 9

1. When signing protocols generated in the examination/credit process, including theses and documentation concerned with their circulation, it is guaranteed that they are signed by means of a digital code issued by the Medical University of Silesia, by the Board Members immediately following examination/credit completion
2. Certificates enabling to place a digital code are issued upon the request of Examiner/Board Member.
3. The use of the code mentioned in par. 1 is possible in the works of other Boards and University Authorities, if they do not collide with technical conditions and the laws in force.
4. It is the chairman of the Authority/Board who decides about placing the code in the proceeding, whereas in the course of work performed by administration employees this decision is up to the Chancellor.
5. The instruction and access form are available on the website <https://podpis.sum.edu.pl>.

§ 10

1. Rules/procedures concerning the safety of stationary work, implementation of a teaching process, research activity in the Medical University of Silesia in Katowice are determined, updated and currently monitored by the Coordinator of Industrial Safety Regulations Section.
2. Rules/procedures mentioned in par.1 are designed taking into account current acts law and guidelines issued by the Chief Sanitary Inspector and appropriate Ministries.
3. I oblige the Coordinator of Industrial Safety Regulation Section to ensure the possibility of acquainting Members of the University Community with these Rules/procedures, that are to be found on the University website.

4. Coordinator of the Safety Regulations Section submits a report concerning rules compliance to an appropriate Chancellor Deputy, to day 10 each month.

§ 11

1. With the day of entering of this Resolution into force, the Ordinance No. 42/2020 dated 11.03.2020 has no legal power.
2. Whenever there is any mention in internal legal acts about the Resolution No. 42/2020 dated 11.03.2020, provisions of this Resolution are coming into force, starting 01.10.2020

§ 12

I recommend the above Resolution to be placed on the University website.

§ 13

The Resolution is effective on the day of its adoption, entering into force on 01.10.2020, taking into account current epidemic conditions in the country.

Rector
of the Medical University of Silesia

Prof. Tomasz Szczepański, MD PhD

Annex No. 1
to the Resolution No. 161/2020
of 08.09.2020
of the Rector
of the Medical University of
Silesia in Katowice

Principles of organization and implementation of classes for students and doctoral students and other forms of education effective 01.10.2020.

I. Organization and implementation of classes.

1. Lectures are conducted with the use of remote education methods and techniques
2. Seminars are conducted with the use of remote education methods and techniques. In justifiable cases, with the Vice-Rector consent, the Dean, upon the Unit Director application, may decide about stationary form of some or all seminars in a given University Unit.
3. Classes, including clinical classes, are stationary, with stipulation that the part which does not need direct form, is conducted in remote manner, in accordance with the curriculum approved by the Dean.
4. Postgraduate study classes are conducted with remote education methods and techniques. In justifiable case, with the Vice-Rector for Postgraduate Affairs consent, the Head of Postgraduate Studies may decide about stationary form of some or all classes.
5. The workload in the process of remote learning is equal to number of ECTS points allocated to a given subject.
6. Physical training classes are conducted with the use of methods and techniques for remote education.
7. Classes in Education and Medical Simulation Centre in Katowice and the Medical Simulation Centre in Zabrze are conducted in a stationary mode.

II. Training courses

1. Specialization courses are conducted with the use of methods and techniques for remote education. In justifiable case, with the consent of the Vice-Rector for Postgraduate Affairs, the Director of Postgraduate College may decide about conducting some or all classes in a stationary mode.
2. Skill developing courses are conducted in a stationary mode, with stipulation, that the classes which do not need a direct form, especially with the patients are conducted in a remote manner. With the consent of the Vice-Rector for Postgraduate Affairs, the Director of Postgraduate College decides which courses or classes can be conducted in a remote mode.
3. The remaining courses are conducted with the use of methods and techniques for remote education.

III. Verification of the attained effects of learning

1. Verification of the attained effects of learning (examinations and credits) is performed with the use of electronic tools made accessible by the University enabling remote education, with stipulation par. 6.
2. Verification of the attained effects of learning concerning practical skills may take place in a stationary form. The Deans 2 weeks before the first examination, submit a list of subjects with examinations/credits that will have a stationary form, to the Vice-Rector for Academic Affairs.
3. The verification, mentioned in par. 1 may have a stationary form with the consent of the Vice-Rector for Academic Affairs and students upon the Dean's application.
4. The rules that verify the effects of learning are specified in subject regulations approved by the Dean, whereas examinations and credits as final verification of the effects of learning are described in a separate Resolution of the Rector..
5. The rules of conducting diploma examinations and master's thesis examination are specified in a separate Resolution of the Rector.
6. The Resolution mentioned in par. 4 and 5 are available on the website:
http://www3.sum.edu.pl/files/2499/zarz_072_20.pdf
http://www3.sum.edu.pl/files/25032/zarz_077_20.pdf
http://www3.sum.edu.pl/files/25078/zarz_089_20.pdf
http://www3.sum.edu.pl/files/25133.zarządzenie_nr_100_2020.pdf.

IV. Methods and techniques in remote learning

1. Classes and verification of the effects of learning are conducted by the use of e-learning platforms of the Medical University of Silesia and additionally by Microsoft Teams platform, ensuring synchronic interaction with the students during classes, with stipulation par. 2.
2. The use of other computer technology than these mentioned in par. 1, may only have place with the consent of an appropriate Vice-Rector upon justifiable application of the Director of the Unit, with the opinion of the Dean.
3. The use of computer technologies for verification of the attained effects of learning, including diploma examinations, is taking place with all necessary safety precautions.

V. Practical training and internships

1. Referral for summer or mid-term clerkships is done upon the students application, following submission of the subject statement, which will be the object of the training, reception for the training and ensuring safe conditions of its pursuing, accordingly to the threat of epidemics, or after entering into agreement with the University for pursuing practical training, with appropriate decisions concerning sanitary restrictions.
2. Clerkships in the curriculum may be credited by the Dean on the basis of voluntary service certificate, within the range of tasks fulfilled by medical subjects or sanitary-epidemiological services in relations with SARS-COV-2 virus infection. Completion and credit of the practical training includes number of hours, activity characteristics in a certificate issued by the subject in which the student performer above activities.

3. Credit of 6-month curricular clerkships at the pharmacy in the field of study Pharmacy is received according to the rules specified by the Dean of the Faculty of Pharmaceutical Sciences in Sosnowiec.

Rector
Of the Medical University of Silesia in Katowice

Prof. Tomasz Szczepański, MD PhD

**Principles governing organization of work and employees during SARS-CoV-2
virus threat**

1. In the academic year 2020/2021 academic teachers may perform their duties in remote form, away from their workplace, with the consent of the Dean after submission of classes schedule, confirmed by the Head of the Unit/ direct superior, with stipulation par.2.
2. The teaching process is conducted with the use of methods and techniques for remote education, based on principles described in Annex No. 1 to the Resolution.
3. Employees who are not academic teachers, may be commissioned to work for a specified time, according to employment contract, away from their workplace.
4. Decision concerning recommendation or cancellation of remote work for the employee not being academic teacher, is made by the Chancellor, upon application of the Head of the Unit/direct superior.
5. Working in a remote mode may be commissioned if the employee possesses the skills and technical possibilities and housing conditions to perform such work.
6. The Head of the Unit/direct superior in the schedule/application for work in a remote mode, specifies its range and duration.
7. The range of remote work of Dean's Office employees is consulted with the Dean and Head of Centre for Didactics.
8. The Employer may withdraw the instruction of remote work at any time.
9. The Employee performing duties in remote mode, away from the Employer registered office, may be called by the Head of the Unit/direct superior to his/her workplace.
10. The Head of the Unit is obliged to:
 - 1) be in touch with the employee working in remote mode, supervise the work done and its proper duration,
 - 2) confirm fulfilled duties in remote mode by subordinate employees:
 - a) for academic teachers:
 - on monthly work attendance lists, according to the template in par. 1, in relation to these rules, in relation to teaching with the use of methods and techniques for remote education
 - on remote work settlement according to the template in par. 2 to the Resolution, in relation to other duties
 - b) for employees not being academic teachers on remote work settlement, according to the pattern in par. 2 to these rules
11. The University employees working in a remote mode are obliged to:
 - 1) perform this work on days and at times consistent with working time schedule/class schedule

- 2) be in touch with the Head of the Unit/direct superior during working hours (telephone, e-mail)
- 3) report for the workplace upon the Head of the Unit/direct superior instruction during working hours,
- 4) immediately deliver the documents confirming absence at work, including declarations concerning child care up to the age of 8,
- 5) secure the access to work documents and data against outsiders and damage,
- 6) immediately inform the Employer (by telephone or e-mail) kadry@sum.edu.pl about remaining in quarantine.

12. The employee in quarantine is obliged to perform duties in remote mode, unless there is an inability resulting from work characteristics, place of quarantine or other circumstances.

13. The employee working in a remote mode during quarantine is entitled to salary.

14. During work in the University registered office (especially regarding the range of duties, for example, doing research, doing physical work) the Heads of the Units are obliged to ensure safe working conditions, concerning § 10 of the Resolution.

The Rector
of the Medical University of Silesia in Katowice

prof. Tomasz Szczepański, MD PhD