

# Guidelines of the University Council for Quality of Education on distance (online) learning at the University of Lodz

The guidelines contain recommendations of the University Council for Quality of Education on remote (online) classes and supplement the regulations in force at the University of Lodz

## General Provisions

1. Whenever the guidelines mention:
  - a. a person conducting the classes, it should be understood as a lecturer/teacher of the University of Lodz and persons from outside the University of Lodz conducting the classes,
  - b. a class participant, it should be understood as student, doctoral student and a listener participating in the classes.
2. The person conducting the classes and the class participant should follow **the rules of netiquette**.
3. The person conducting the classes and the class participant **do not use other people's accounts** and **do not share their accounts with other people**.

4. It is recommended that the **Office 365 and the Moodle platforms tools provided by the University of Lodz are used to conduct remote (online) classes**. University of Lodz provides technical and substantive support in terms of their use. The rules for using the Moodle platform are set out in the Rules for the use of the educational platform at the University of Lodz, constituting an annex to the Regulation No. 91 of the Rector of the University of Lodz of 26 February 2020. The above stipulation does not apply to specialised programs that are regularly used in the teaching process and applied as support for the acquisition of specific skills (statistical programs, grant application generators, etc.), as well as the use of tools other than MS Teams and Moodle, provided that the Rector gives individual consent to the use of other programs and tools.
5. Office 365 tools and the Moodle platform provided by the University of Lodz as part of conducting the classes **may only be used to disseminate educational content and perform evaluation**.
6. Classes requiring direct contact with the lecturer/teacher should be carried out in a synchronous mode, in real time. Activities that do not require direct contact with the lecturer/teacher can be conducted in blended learning or asynchronous mode.
7. Inspections of the classes conducted remotely (online) take place in accordance with the rules of inspections set out at each of the faculties of the University of Lodz.
8. Exams and credits for the remote (online) classes **take place in the form specified by the person conducting the classes**, in accordance with the regulations in force at the University of Lodz (Regulation No. 78 of the Rector of the University of Lodz of 11/01/2021 on: the rules of verification of the achieved study effects by the use of electronic communication means at the University of Lodz).
9. It is recommended that the person conducting the classes, participant of remote (online) classes, **upload their own profile pictures**.

## Rules for conducting **remote** **(online) classes:**

**process.** According to the principles of copyright law, providing the participants with scientific articles and excerpts from books in a closed educational circuit does not constitute an infringement of copyright.

2. **The person conducting the classes is not allowed to post illegal materials**, and before showing materials that can evoke strong emotional reactions the group should be warned and prepared appropriately. Proprietary material, as well as evidence in a court case, must be preceded by a comment on the nature of the stipulation, as well as legal sanctions towards participants of the remote (online) classes related to illegal re-use of the material, including its recording and dissemination.
3. The participant receives feedback from the lecturer/teacher in an appropriate form pertaining to the tasks solved during the classes and the prepared works. It concerns, in particular, the **tasks or works which constitute the basis for the credit for which the participant receives a grade.**
4. **The person conducting the classes familiarises the participants with the rules of attendance and evaluation criteria.** The information should be posted on the educational platform before the start of the classes and in the classes syllabus.
5. The lecturer/teacher motivates participants to learn, initiates, moderates and summarizes discussions by the use of the available work tools. It is recommended that the methods activating the participants are used during the classes.
6. The principle of audio-visual connectivity implies the ability to **dynamically turn the camera and a microphone on and off**, according to the current teaching needs determined by the person conducting the classes, taking into account the technical capabilities of the teacher/lecturer and participants of the classes.
7. **Lack of audio-visual connection with the participant may be considered by the person conducting the classes as unexcused absence from the classes**, unless the circumstances are appropriately explained.
8. **Audio-visual communication** between the lecturer/teacher and the participants is valid both **at the beginning of the class**, when the attendance list is prepared in the welcome part, and in situations **when the participant presents previously developed materials or is asked to join the discussion on the discussed issues and/or when checking messages.** If the attendance list is prepared automatically, there is no need to turn on the camera.

9. The detailed rules of audio-visual contact during the remote (online) classes are determined by the person conducting the classes.
10. During the classes, the participant may use chat as one of the available forms of communication.
11. Assumed study effects (in the field of knowledge) and some elements of practical classes (e.g. laboratory, field and workshop activities) may be implemented in justified cases in an asynchronous mode (e.g. recorded instructions for using the apparatus or recording a show).
12. The lecturer/teacher gives the participants **the dates and mode of office hours** during which there is an opportunity to talk.
13. The person conducting the classes **cannot record and disseminate the course of the classes without the consent of the class participants.**
14. During remote (online) classes, it is recommended that **short breaks** (up to 5 minutes), different techniques of interaction between participants (e.g. work in pairs and groups using the so-called rooms in MS Teams), referring to the already known content, introducing evaluation elements that shape self-evaluation are used.
15. **It is recommended that the person conducting the classes considers individual situation of the participant(s) resulting in the inability to participate in the classes.**
16. In the event of technical problems, the person conducting the classes immediately, and using different channels, notifies the participants about the date and form of making up for the classes.

## Rules for participation in remote **(online) classes:**

1. The participant takes an active part in the remote (online) classes **in accordance with the rules and deadlines specified in the timetable and in the information provided by the lecturer/teacher** during the first meeting.



2. The participant **regularly familiarizes themselves with the educational materials** provided or indicated by the person conducting the classes.
3. The participant **does tests, tasks, works and other forms of verification of their own study effects** in the area of the subject. The lecturer/teacher has the right to set a date of an additional meeting with the participant in order to, inter alia, verify their work or achievements.
4. The classes participant immediately informs the lecturer/teacher about all technical problems related to the participation in the classes or the occurrence of a situation resulting in the lack of or serious limitation of the possibility of participating in the classes.
5. The participant may download or print the materials provided by the lecturer/ teacher (e.g. texts, graphics, photos, videos, layout of the presented content), provided that they use them respecting copyrights, only for personal use or teaching purposes and do not disseminate them.
6. **The participant cannot register and disseminate the course of the classes without the consent of the lecturer/teacher and other class participants.**



7. The participant has the right to submit comments regarding distance learning in person, through representatives of groups or year prefects to the person conducting the classes or authorities of the faculty.