

**ANNOUNCEMENT CONCERNING THE FORMS OF CONDUCTING E-LEARNING CLASSES AS A RESULT  
OF THE SITUATION RELATED TO CORONAVIRUS OUTBREAK  
17.03.2020**

Following Rector's Ordinance No. 23/20 of March 12th, 2020, the universal introduction of e-learning classes is established not later than on Monday, March 23rd :

1. We recommend using the following methods and techniques of distance learning, regardless of whether such form was included in the curriculum:

- e-learning - coordinating unit: PUMS Recording Studio with dr M. Roszak (studio@ump.edu.pl)
- Teams application in teacher-student communication - coordinating unit: IT Department (helpdesk@ump.edu.pl, phone no. 61 845 26 30)
- teaching materials in the AKSON system - coordinating unit: Analysis and Development Department (akson@ump.edu.pl)
- sOlat platform in conducting passing classes in the remote form - coordinating unit: Center of Innovative Training Techniques with dr B. Buraczyńska-Andrzejewska (bburaczynska@ump.edu.pl)

2. The subject matter of classes and the target group of students should correspond to the program of classes in the APAP system, in accordance with the schedule of classes.

3. Detailed information and instructions on recommended methods and techniques will be included in WISUS P and WISUS S ->Education- > e-learning. However, for the Teams application, each teacher and student will also receive an email containing the login and password of the first login.

4. The decisions on the form of implementation and the method of passing the classes are taken by the coordinator in agreement with the head of the department and the Dean or Director of CMEE. Detailed information for students should be available in the AKSON system.

5. We recommend considering active teacher-student communication.

6. It obliges teachers to prepare and publish didactic materials before the start of classes.

7. It is recommended to prepare materials for exercises in a remote form, provided that in the opinion of the Dean or the Director of CMEE, conducting these classes in this form will not reduce the quality of education.

8. The heads of each teaching department are obliged to organize and oversee the teaching process using distance learning methods and techniques.

9. Students are obliged to participate in all the courses provided for a given year and study classes using distance learning methods and techniques and for daily checking of e-mail on the domain @ump.edu.pl

10. Decisions regarding the situation arising from the specificity of given fields of study are left to the Deans and the Director of CNJA.

11. In the event of a change in the date of suspension of classes, a separate message will be issued regarding the duration of the replacement classes, and the remainder of this message shall remain in force.

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