**Announcement No. 2/2022**

**of the Rector of Lodz University of Technology**

**of 13 January 2022**

**issued on the basis of Regulation No. 21/2020 of the Rector of Lodz University of Technology
of March 9, 2020 on specific measures related to
with prevention, counteraction and combating COVID-19
at Lodz University of Technology**

I introduce the following rules for the organization of classes for all forms and levels of education at Lodz University of Technology in the summer semester of the academic year 2021/2022.

§ 1

In the summer semester of the 2021/2022 academic year, classes at Lodz University of Technology for all forms and levels of education will be carried out in a mixed manner, i.e. both through direct contact with teachers at the University, and with the use of distance learning methods and tools.

§ 2

The mode of conducting classes for the appropriate forms of studies and forms of classes in first and second cycle studies will be subject to the following rules:

**1. Classes at full-time studies:**

1) in direct mode, subject to point 3, on the premises of the University there are:

a) all lectures for groups of students up to 30 people. It is allowed to exceed this limit in the case of a Dean's group of more than 30 people being enrolled in the classes,

b) all training workshops and project classes, seminars, language classes, physical education classes conducted in groups of up to 30 people. It is allowed to exceed this limit in the case of a Dean's group of more than 30 people being enrolled in the classes,

c) all laboratory classes,

d) competence tests,

e) diploma exams;

2) the other, not listed in point 1, classes are conducted remotely, with the use of distance learning methods and tools in a synchronous manner;

3) classes carried out in accordance with the study program in the E-learning mode are conducted in accordance with this mode;

4) the verification of learning outcomes takes place in the same mode as the mode of conducting a given form of classes, unless this mode has been specified otherwise in the course sheet or in the information formulated and provided to students by the teachers at the beginning of the classes in accordance with the requirements set out in § 14 (2) of the Study Rules at Lodz University of Technology on the conditions for conducting tests for obtaining learning outcomes;

5) the division into class groups should be made in accordance with the provisions of § 59 (1) of the Work Regulations at Lodz University of Technology (Ordinance No. 45/2019 of the Rector of Lodz University of Technology of September 16, 2019 on the introduction of work regulations at Lodz University of Technology).

**2. Classes at part-time studies:**

1) in direct mode, subject to point 3, on the premises of the University there are:

a) all lectures for groups of students up to 30 people. It is allowed to exceed this limit in the case of a Dean's group of more than 30 people being enrolled in the classes,

b) all training workshop and project classes, seminars, language classes, conducted in groups of up to 30 people. It is allowed to exceed this limit in the case of a Dean's group of more than 30 people being enrolled in the classes,

c) all laboratory classes,

d) competence tests,

e) diploma exams;

2) the other, not listed in point 1, classes are conducted remotely, with the use of distance learning methods and tools in a synchronous manner;

3) classes carried out in accordance with the study program in the E-learning mode are conducted in accordance with this mode;

4) the verification of learning outcomes takes place in the same mode as the mode of conducting a given form of classes, unless this mode has been specified otherwise in the course sheet or in the information formulated and provided to students by the teachers at the beginning of the classes in accordance with the requirements set out in § 14 (2) of the Study Rules at Lodz University of Technology on the conditions for conducting tests for obtaining learning outcomes;

5) the division into class groups should be made in accordance with the provisions of § 59 (1) of the Work Regulations at Lodz University of Technology (Ordinance No. 45/2019 of the Rector of Lodz University of Technology of September 16, 2019 on the introduction of work regulations at Lodz University of Technology).

§ 3

The organization of classes and, accordingly, weekly timetables for the appropriate forms, for all first and second cycle studies will be subject to the following rules:

**1. Classes at full-time studies:**

1) remote and face-to-face classes at the University will be conducted according to the following weekly schedules:

a) in the first year of first-cycle studies, classes in all fields of study provided by relevant organizational units according to the table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| W1 | remotely (online) | at the University | at the University | at the University | remotely (online) |
| W2 | remotely (online) | remotely (online) | at the University | at the University | at the University |
| W3 | remotely (online) | at the University | at the University | at the University | remotely (online) |
| W4 | at the University | at the University | at the University | remotely (online) | remotely (online) |
| W5 | at the University | at the University | at the University | remotely (online) | remotely (online) |
| W6 | at the University | at the University | at the University | remotely (online) | remotely (online) |
| W7 | remotely (online) | at the University | at the University | at the University | remotely (online) |
| W8 | remotely (online) | at the University | at the University | remotely (online) | at the University |
| W9 | remotely (online) | at the University | at the University | at the University | remotely (online) |
| CPP | remotely (online) | at the University | at the University | remotely (online) | at the University |
| IFE | remotely (online) | at the University | at the University | at the University | remotely (online) |

b) in the higher years of all fields of study provided by all organizational units according to the table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| cycle | year | Monday | Tuesday | Wednesday | Thursday | Friday |
| I | II | at the University | remotely (online) | at the University | at the University | remotely (online) |
| I | III | at the University | remotely (online) | remotely (online) | at the University | at the University |
| I | IV | at the University | at the University | at the University | remotely (online) | at the University |
| II | I | remotely (online) | at the University | at the University | at the University | remotely (online) |
| II | II | at the University | at the University | at the University | remotely (online) | remotely (online) |

2) to optimize the use of time and local resources and for organizational reasons, it is allowed to change the mode of organizing classes on certain days for specific groups of students, provided that the principle of not combining both modes on a given day of the week for the same group of students is respected. The decision is made in each case by the Dean responsible for the implementation of a given study program. In the case of study programs that include subjects taught by organizational units other than the leading faculty for the study program, decisions on the organization of classes are made by the Dean in consultation with the heads of the units involved in these subjects.

**2. Classes at part-time studies:**

1) remote and direct contact classes at the University are conducted according to the semester schedule of sessions:

|  |  |  |
| --- | --- | --- |
| session | Saturday | Sunday |
| I | at the University | at the University |
| II | at the University | remotely (online) |
| III | at the University | remotely (online) |
| IV | at the University | remotely (online) |
| V | at the University | remotely (online) |
| VI | at the University | remotely (online) |
| VII | at the University | remotely (online) |
| VIII | at the University | remotely (online) |
| IX | at the University | remotely (online) |
| X | at the University | remotely (online) |

2) to optimize the use of time and local resources and for organizational reasons, it is allowed to change the mode of organization of classes on certain days of convention for specific groups of students, provided that the principle of not combining both modes on a given day of convention for the same group of students is respected. The decision is made in each case by the Dean responsible for the implementation of a given study program. In the case of study programs that include subjects taught by organizational units other than the leading faculty for the study program, decisions on the organization of classes are made by the Dean in consultation with the heads of the units involved in these subjects.

§ 4

The method of conducting classes at doctoral studies and at the Interdisciplinary Doctoral School of Lodz University of Technology will be subject to the following rules:

1) in direct mode, subject to 5, the following classes are run on the premises of the University:

a) all forms of classes for groups of participants up to 30 people,

b) all forms of verification of learning outcomes, unless this mode is specified otherwise in the course syllabus or in the information formulated and provided to students by the teachers at the beginning of the classes;

2) the other, not listed in point 1, classes are conducted remotely, with the use of distance learning methods and tools in a synchronous manner;

3) classes, regardless of their form, carried out in accordance with the study program in the E-learning mode are conducted in accordance with this mode;

4) the organization of classes should take into account the principle of not combining the remote mode and the mode of classes at the University on a given day for the same group of doctoral students;

5) in special cases, it is allowed to apply to the Head of IDS for permission to conduct classes with the use of distance learning methods and techniques.

§ 5

The mode of teaching at postgraduate studies and other forms of education will be subject to the following rules:

1) in direct mode, subject to 6, the following classes are run on the premises of the University:

a) all lectures for groups of participants of up to 30 people. In special cases, with the consent of the head of postgraduate studies / course / training, this limit may be exceeded,

b) all exercises and project classes, seminars conducted in groups of up to 30 people; in special cases, with the consent of the head of postgraduate studies / course / training, this limit may be exceeded,

c) all laboratory classes;

2) the other, not listed in 1, classes are conducted remotely, with the use of distance learning methods and tools in a synchronous manner;

3) classes, regardless of their form, carried out in accordance with the study program in the E-learning mode are conducted in accordance with this mode;

4) verification of learning outcomes is carried out in the same mode as the mode of conducting a given form of classes, unless this mode has been specified otherwise in the course syllabus or in the information formulated and provided to participants of a given form of education by the teachers at the beginning of the classes;

5) the manner classes are organized should take into account the principle of not combining the remote mode and the mode of classes at the University on a given day for the same group of participants;

6) in special cases, it is allowed to apply to the head of postgraduate studies / course / training for permission to conduct classes with the use of distance learning methods and techniques.

§ 6

1. Classes conducted at the University must be organized in accordance with the applicable decisions, recommendations and guidelines of the State Sanitary Inspection and other relevant state administration entities, as well as the orders and announcements of the authorities of Lodz University of Technology.

2. The Dean is responsible for the observance of the rules of conducting classes and ensuring sanitary conditions specified in § 2-§ 5.

3. The dean referred to in this Announcement should also be understood as the head of the college for study programs run at the college, Head of the International Cooperation Centre of Lodz University of Technology for study programs run at the International Faculty of Engineering Education, head of doctoral studies, Head of the Interdisciplinary Doctoral School of Lodz University of Technology, Head of the Language Centre of Lodz University of Technology, Head of the Sports Centre of Lodz University of Technology, Director of the Centre for Mathematics and Physics Education, Head of the Centre for Papermaking and Printing at Lodz University of Technology, head of postgraduate studies and course or training manager.

§ 7

During the semester, we reserve the right to make changes to the rules for the implementation of the classes specified in § 2-§ 5 in the event that state authorities introduce certain restrictions on the functioning of universities caused by a change in the epidemic situation.

§ 8

The Announcement comes into force on January 13, 2022, with effect from February 28, 2022.