Appendix to Ordinance no. 72

of the Rector of the Cracow University of Technology from 19 September 2022

# Principles of realizing classes at I and II cycle studies with the use of distance learning methods and techniques

§ 1

# General Provisions

1. Classes under the first-cycle and long-cycle studies with the use of methods and techniques of distance learning are realized in accordance with the provisions of the Act of 20 July 2018 the Law on Higher Education and Science (Journal of Laws from 2022, item 574 as amended) hereinafter referred to as the LHES act, regulation of the Minister of Science and Higher Education from 27 September 2018 on studies (Journal of Laws from 2021, item 661) hereinafter referred to as Regulation concerning studies, regulation of the Minister of Science and Higher Education from 18 July 2019 on the standard of education, elaborated for the execution of the profession of an architect (Journal of Laws from 2019, item 1359) – in case of studies in the field of study Architecture and in accordance with the provisions of the hereby principles.
2. The hereby principles specify:
   1. the rules of organization and conduct of classes with the use of methods and techniques of distance learning,
   2. the tools enabling the conduct of classes with the use of methods and techniques of distance learning,
   3. duties of academic teachers or other persons conducting classes with the use of methods and techniques of distance learning,
   4. duties of students participating in classes conducted with the use of methods and techniques of distance learning.
3. Terms applied in the hereby principles signify:
   1. person conducting classes – an academic teacher or another person conducting classes provided for in the curriculum,
   2. curriculum – programme of studies adopted for a given level, profile and field of studies by the Senate of the Cracow University of Technology pursuant to Art. 28 sec. 1 point 11 of the LHES Act, in place for a specific cycle of education,
   3. synchronic manner of conducting classes – classes conducted online in real time with participation of the person who conducts classes as well as students, ensuring the possibility of ongoing interaction between the person conducting classes and students,
   4. asynchronous manner of conducting classes – classes realized online on the basis of own work of the student with the use of didactic materials made available by the person conducting classes, prepared in a manner that ensures control of progress made by the student and verification of achieved learning outcomes, occurring without interaction in real time between the person conducting classes and the students,
   5. distance classes – classes realized as part of the subject forming part of the curriculum, conducted with the use of methods and techniques of distance learning in a synchronic or asynchronous manner in line with the description contained on the subject card.

§2

# The rules of organization and conduct of classes with the use of methods and techniques of distance learning

1. Conduct of first-cycle and long-cycle classes with the use of methods and techniques of distance learning is possible if envisaged in the curriculum adopted, in accordance with the principles specified in the LHES and regulation concerning studies for a given field of studies, level and profile, in place for a given cycle of education subject to § 6 par. 1.
2. The number of ECTS credits which may be obtained under education with the use of remote learning methods and techniques cannot exceed:
   1. 50% of the number of ECTS credits necessary for completion of studies in a given field of study and level in case of practical profile of studies,
   2. 75% of the number of ECTS credits necessary for completion of studies in a given field of study and level in case of general academic profile of studies,

subject to § 6 sec. 2 and 3.

1. In case of full-time studies, distance classes realized asynchronously are allowed subject to at least half of the ECTS credits covered by the curriculum being obtained as part of classes with direct participation of persons conducting classes and students.
2. Distance classes with direct participation of persons conducting classes and students are solely classes in the framework of which synchronised interactions in real time between persons conducting classes and students have been ensured.
3. Education with the use of methods and techniques of distance learning may concern:
   1. the number of hours of classes indicated in the subject card within the curriculum (full or partial) which are realized synchronically,
   2. The number of hours of classes indicated in the subject card within the curriculum (full or partial) which are realized asynchronously.
4. In case of classes shaping practical skills, that is, practical classes, laboratory classes, computer labs and projects, methods and techniques of distance learning may be used solely on an auxiliary basis, thus, solely part of hours within these forms of classes may be realized as distance learning.
5. In case of conducting classes from a given subject separately for several groups of classes by the same or different persons conducting classes, one must maintain a uniform mode of conducting classes for all groups - with the use of methods and techniques of distance learning or without their use.
6. In case of conducting distance learning classes in a synchronic manner, the number of attendees of student groups is established in accordance with the binding ordinance of the PK Rector concerning the principles of establishing the number of people in student groups at PK.
7. In case of conducting distance classes in an asynchronous manner no maximum number of participants in a student group is defined, whilst one must strive to minimize the number of participants in a student group.
8. Supervision over organizing the didactic process with the use of methods and techniques of distance learning is carried out:
   1. at the department – dean or vice-dean appointed by the dean who is responsible for educational affairs,
   2. in non-departmental unit – head of non-departmental unit.
9. Supervision specified in sec. 10 covers, in particular:
   1. coordinating the didactic process in the framework of which distance classes are conducted,
   2. care for proper quality of education conducted with the use of methods and techniques of distance learning, including the quality of didactic materials and principles and their availability to students,
   3. ensuring that students have the information concerning organization and course of distance classes envisaged in the programmes of studies of individual fields of studies, levels and profiles of studies,
   4. control of the course, documenting and archiving distance classes.

§3

# The tools that enable conduct of classes with the use of methods and techniques of distance learning

1. Distance classes may be conducted with the use of IT tools offered as part of:
   1. university e-learning platform Moodle called Delta,
   2. university Office365 package, in particular MS Teams,
   3. Other platforms and tools, provided that their use occurs on the basis of agreements concluded by the Cracow University of Technology or its individual units with providers of these services or user license of the selected platform allows its use without the requirement of concluding an agreement.
2. IT tools Bylaws specified in sec. 1 are available on websites of the relevant available platforms administered by PK.
3. Technical support for persons conducting classes with the use of IT tools specified in sec. 1 ensures:
   1. in case of point 1 – E- Education Centre,
   2. in case of point 2 – IT implementation Department in the scope of access to the service of the E-Education Centre in the scope of assistance in the use of the application for distance learning,
   3. In case of point 3 – person indicated by the PK Rector, faculty dean or head of non-departmental unit who concluded an agreement with the service provider or expressed consent for the use of the platform the use of which does not require conclusion of agreement.

§4

# Duties of academic teachers or other persons conducting classes with the use of methods and techniques of distance learning

1. A person conducting distance classes is obliged to prepare didactic materials necessary in order to achieve learning outcomes as per the curriculum for the given subject.
2. A person conducting distance classes is responsible for:
   1. substantive content of didactic materials which are disclosed and their compliance with the provisions of law, including in particular the copyright law,
   2. securing and archiving documentation, including didactic materials which enable verification of learning outcomes obtained by students, among others, for the needs of conducting assessment by the accreditation committees.
3. A person conducting distance classes is obliged to:
   1. notify students about the form and principles of conducting distance education,
   2. apply IT technologies adjusted to the needs of the disabled,
   3. ensure the possibility of participation in on-call time or consultations conducted both in a stationary form and with the use of electronic communication means for distance classes’ participants,
   4. ensure proper methods of verification of the learning outcomes and to monitor the course of the learning process on an ongoing basis.

§5

# Duties of students participating in classes conducted with the use of methods and techniques of distance learning

A student who participates in distance classes is obliged to:

1. actively participate in distance classes specified in the curriculum,
2. familiarize with didactic materials made available by means of IT tools, as specified in § 3 sec. 1,
3. conduct distance tests, tasks and other forms of activities and knowledge verification actions which the person conducting classes assigns,
4. account for the tasks and activities he or she conducted within the timeframes specified by the person conducting a given distance class.

§6.

# Interim provisions.

1. In the period from the date of announcement of the state of epidemiological threat or state of epidemics until the end of semester in the course of which that state was recalled, the classes may be

conducted with the use of methods and techniques of distance learning regardless of whether it was incorporated in the curriculum or not.

1. The number of ECTS points assigned to classes conducted in the period specified in sec. 1 with the use of methods and techniques of distance learning shall not include the number of ECTS credits specified in § 2 sec. 2.
2. In case of the cycles of education commenced on 1 October 2018 until 30 September 2020, the number of ECTS credits that may be obtained as part of education with the use of methods and techniques of distance learning cannot exceed 50% of the number of ECTS credits necessary for completion of studies at a given level.

§7

# Final provisions

The principles of settling hours conducted with the use of methods and techniques of distance learning shall be specified in the “Bylaws of work at the Cracow University of Technology”.