

Circular Letter No. 2

by the Vice-Dean for Education at the Faculty of Social Sciences of the University of Wrocław of 13th March 2020

concerning detailed terms of organisation of the teaching process and student services in the period of suspension of classes.

In reference to the Regulation No. 29/2020 of the Rector of the University of Wrocław of 11th March 2020 on counteracting the spread of COVID-19 among members of the community of the University of Wrocław and Order No. 1/2020 of the Dean of the Faculty of Social Sciences of 13th March 2020 aimed at securing the teaching process and student services, it is resolved as follows:

In order to reduce direct contact of students and faculty of the University of Wrocław with employees of Secretariats for Teaching Issues and the Dean's Office to the necessary minimum, be informed that:

1. The Secretariats for the Teaching Issues and the Dean's Office remain open.
2. The Dean's Office is operating providing direct services for students and staff of the University of Wrocław from Tuesday till Thursday 10.00 a.m. – 1.00 p.m. On other days, i.e. Mondays and Thursday, the Dean's Office is closed.
3. Documents should be delivered to the Secretariat and Dean's Office by e-mail.
4. If it is necessary to provide printed documentation, the documents should be placed in an envelope, indicating the addressee (e.g. study group, Ms. Jane Doe, Secretariat of the Institute / Chair etc.) and a short description of the case, and the envelope should be placed in the container outside the Secretariat or Dean's Office. Each time, employees of the Secretariat or Dean's Office should be notified by phone or e-mail of submission of such documents.
5. Based on the decision by the Ministry of Science and Higher Education, there is no need to prolong validity of student identification documents, as they remain valid until 31st May 2020. Accordingly, the traditional procedure of extending their validity is suspended until further notice. Exceptions from this rule are possible only in special circumstances upon prior arrangement with an employee of the Dean's Office by phone or e-mail.
6. Documents confirming student status are issued upon prior notification by e-mail or phone to an employee of the Dean's Office. Such documents may be sent by e-mail as a scan, sent directly to an institution (to the provided address) or to the student's home address.

1. Pursuant to the Regulation 29/2020, until 14th April, there is a change in form of holding all lectures and classes for students (seminars, tutorials, classwork etc.), for Ph.D. students at Ph.D. studies and doctoral colleges, students of post-graduate studies and participants of all other forms of education. All classes will take the form of distance teaching.
2. The above change concerns classes held for full-time students by regular faculty, Ph.D. students and teachers employed based on commission contracts (hereinafter: lecturers).
3. The modified schedule of meetings for part-time students will be published later in a separate document.
4. Direct consultation hours for students are cancelled. Each lecturer is obliged to notify the respective Secretariat of how (by phone or e-mail) they will hold consultation hours and to publish this information at USOS.
5. Until 17th March, lecturers are obliged to determine forms of holding their classwork until 14th April and to provide the information by e-mail to the Units' Directors/Heads of teaching at units in charge of the respective courses.
6. Until 18th March, the units' Directors/Heads of teaching shall notify the lecturers of acceptance and approval of the provided plan for implementation of classes by distance teaching.
7. Until the 18th March, the units' Directors/Heads of teaching will publish a list of classes to be held by distance teaching, they will notify immediately the Vice-Dean for Education and students of the fact and they will publish the list on the website of the respective Institute/Chair.
8. By 20th March, lecturers are obliged to inform students in their groups of the form of holding classes in the period until 14th April. For this purpose, serial correspondence through USOS system should be applied in particular.
9. Classes held in accordance to provisions of sections 5-7 are deemed completed according to the curriculum.
10. Directors of Institutes and Heads of Chairs are obliged to ensure that classes provided for in curricula are held for students.
11. Correspondence between lecturers and students is held exclusively through electronic accounts of the electronic post (domena@uwr.edu.pl).

1. The distance teaching can be held as follows:

- a. Graduation seminars (bachelor and master) are held especially by regular contact of supervisors/promoters and seminar teachers with students through electronic mail in order to ensure ongoing development of the graduation theses;
- b. Classwork, tutorials, proseminars and research seminars: lecturers are obliged to provide students with the necessary literature as defined by the course programme for particular classes to be held and to verify their knowledge by a test, essay, presentation etc.;

- c. In the case of lectures, students should be provided with literature planned for specific subjects and notified of the form of verifying the courses' content for the whole cycle, including classes held by distance teaching;
 - d. Lectures can be held using programs offering group video connections (e.g. Skype, Microsoft Teams in the MSOffice 365 service for the University of Wrocław) or providing students with video or audio lectures. The lecturers should determine the form of verification of students' knowledge of the course content for the whole cycle (including classes held by distance teaching).
2. Forms of holding all other classes will be decided by the unit's Director/Head of teaching, upon consultation with the lecturer. The form of holding these classes should be determined in accordance to provisions of sections. 5-8.
 3. Classes organised by the Foreign Language Centre are held by distance teaching. Specific information concerning groups to be taught this way will be published at the Centre's website (www.spnjo.uni.wroc.pl – “News” tag) no later than on the 18.03.2020. In the case of doubts, students should contact language teachers or the Centre by phone or by e-mail to the official e-mail addresses.
 4. Physical education classes are suspended until 14th April. The University Sports Centre will publish information about forms of completing courses on its website.

The above regulations apply to classes at the Faculty held in English, too.

Forms of holding classes and lectures at other Faculties than the Faculty of Social Sciences are regulated by orders of the respective deans or vice-deans, also with respect to employees and students of the Faculty of Social Sciences.

1. Provisions hereof come to force on the day of their publication.
2. Directors of Institutes and Heads of Chairs are responsible for supervising implementation of the provisions.

A handwritten signature in blue ink, consisting of a large, stylized initial 'P' followed by a series of loops and a horizontal line extending to the right.