

ORDER No. ... / 2020

of 13th March 2020

Specific terms of implementing the teaching process, issued in relation to counteracting spread of SARS-Cov-2 virus

1. All lecturers holding classes at the Faculty of Social Sciences of the University of Wrocław are obliged to immediately contact student groups through USOSweb or website of units within the Faculty of Social Sciences of the University of Wrocław and to notify them of how the teaching process will be implemented.
2. All lecturers holding classes at the Faculty are obliged to update the information provided according to point 1, as necessary.
3. All lecturers holding classes at the Faculty are obliged to continue the teaching process through distance teaching, using the USOSweb e-learning platform or other generally available IT tools. The details of organisation of classes are set by the lecturer depending on the nature of the course concerned.
4. Implementation of obligations defined in points 1-3 is supervised directly by heads of chairs, sections, centres, labs, post-graduate studies, courses, training or other forms of education.
5. All lecturers are obliged to check their official e-mail regularly and to provide answers to questions from participants of the teaching process related to organisation of the course within 24 hours.
6. Lecturers who use electronic presentations or other materials in the teaching process are obliged to deliver them to students on regular basis in accordance to point 3.
7. Lecturers are not required to attend consultation hours.
8. The regulations concern all forms and types of teaching (including Ph.D. studies, doctoral colleges, post-graduate studies, courses, training and other forms).

Specific terms of organisation of work for administrative staff at the Faculty of Social Sciences of the University of Wrocław

1. All employees are obliged to perform their basic professional duties within their regular working time and to cooperate with their supervisors in implementation of tasks related to protection of the life and health of the staff and students and to ensure safe and healthy working conditions (art. 207 of the Labour Code).
2. In reasonable instances, heads of units and direct supervisors are authorised to introduce flexible working time within the individual working schedule or distance working.
3. Thermometers for individual body temperature measurement will be available in places designated at the Faculty of Social Sciences of the University of Wrocław. The procedure in the case of a threat to life and health was defined in the Announcement of the Rector of the University of Wrocław of 26th February 2020 (it is especially advised to contact the Sanitary and Epidemiological Service in Wrocław and the generally available info-line).
4. During the period of suspension of classes, the borrowing office of the Faculty's Library will be open for students and staff of the Faculty twice a week: Tuesdays from 11 a.m. until 2 p.m., Thursdays from 15-18.
5. The rules for using the library collections will be set out in relevant regulations and made available to users in visible places. Users are obliged to comply with provisions of the regulations.

Specific terms of the system of organisation of work for researchers, researchers-lecturers and lecturers at the Faculty of Social Sciences of the University of Wrocław

1. All researchers, researchers-lecturers and lecturers are obliged to perform their basic professional duties within the binding working time norms and to cooperate with their supervisors in implementation of tasks related to protection of life and health of employees and to ensure safe and healthy working conditions (art. 207 of the Labour Code), considering the binding higher acts of law, including especially Orders by the Minister of Science and Higher Education, Orders by the Rector of the University of Wrocław etc.
2. During the period of suspension of classes, analogically to the above procedures and dates, proceedings at all collective bodies are suspended, especially councils of disciplines, council of faculty, councils of institutes and councils of chairs.
3. During the period of suspension of classes, analogically to the above procedures and dates, proceedings of all doctoral and habilitation procedures are suspended.
4. Organization of the academic year, including procedures and deadlines for defending master and bachelor theses, regulation of the dates and forms of completion for individual subjects remain within the competence of the Dean's College of the Faculty of Social Sciences of the University of Wrocław - upon consultation with the Rector of the University of Wrocław. The respective decisions will be communicated in the form of a separate order by the Dean of the Faculty of Social Sciences of the University of Wrocław, as necessary.

Specific terms of observation of safety procedures at the campus of the Faculty of Social Sciences in relation to counteracting spread of SARS-Cov-2 virus

1. All employees, collaborators (including employees of third-party companies) are obliged to cooperate with their supervisors in implementation of tasks related to protection of the life and health of the staff and to ensure safe and healthy working conditions (art. 207 of the Labour Code) at the campus of the Faculty of Social Sciences of the University of Wrocław.
2. Appropriate protection, security and monitoring of all entry gates to the campus are obligatory. Entry to the campus will be monitored and allowed only upon presentation of the relevant entry pass (for employees) or student id (for students and Ph.D. students).
3. In reasonable cases, contact with direct supervisor or Department of Work Health and Safety and Fire Protection at the University of Wrocław is required (71 375 24 89, 71 375 29 22).
4. Employees, students, Ph.D. students or other people who return from abroad, are obliged to notify direct supervisors of the fact.

The Order comes to force on the day of its signing.