

**Ordinance No. R-11/2021**

**of the Rector of Lublin University of Technology**

**of 22 January 2021**

***on the special organisation of activities of the University due to the epidemic***

Pursuant to Article 23(1) in conjunction with Article 51(1) of the Act of 20 July 2018 - The Higher Education and Science Law (consolidated text, Journal of Laws of 2020, item 85, as amended), Article 30 of the Statute of Lublin University of Technology and in conjunction with §1(2)(1)(b) of Appendix No. 3 to the Work Regulations of Lublin University of Technology published under Ordinance No. R-62/2019 of the Rector of Lublin University of Technology of 30 September 2019, I hereby order as follows:

**§ 1.**

**General information**

1. If employees and students of Lublin University of Technology suspect that they can be, or are, infected with SARS-CoV-2 or are placed in quarantine or isolation, they are obliged to immediately notify the following persons about the situation, by telephone or e-mail:
2. for employees – the heads of units (Deans, Facility Managers and the relevant Deputy Rectors, Bursar, Chancellor or Rector);
3. for doctoral students – the Director of Lublin University of Technology Doctoral School;
4. for students – Deputy Deans for Student Affairs;
5. for post-graduate studies, courses and training – heads of the specified forms of learning.
6. Individuals who have had contact with a person sick with COVID-19 or infected with SARS-CoV-2 but do not have the suspicion referred to in section 1 and have not been placed in quarantine are obliged to provide notifications as in section 1.
7. The Heads of Units, Deputy Deans for Student Affairs and Heads of post-graduate studies, courses and training are obliged to communicate the above-mentioned information to the Rector without undue delay.
8. The Head of an Organisational Unit is obliged to:
	1. review the announcements published by the Chief Sanitary Inspectorate (CSI) and Lublin University of Technology on a daily basis;
	2. stay in contact with the employee concerned, and supervise the results of his or her remote work;
	3. report the situation to the employer.
9. The Dean may instruct an academic teacher, and the Head of the Unit may instruct the employee who is not an academic teacher, to perform the work specified in the contract of employment remotely when:
10. there is a suspicion that the employee may be infected with the coronavirus as a result of contact with an affected person or a person suspected of being infected with the coronavirus;
11. the employee recently visited the areas of a large-scale transmission of the coronavirus specified in the CSI guidelines;
12. the employee’s health deteriorated and the symptoms characteristic of the coronavirus infection occurred;
13. in other cases, specified in the guidelines of the CSI,

if it is technically feasible and the type of work permits it, and the employee is not dismissed from the performance of work.

1. In the event of instructing an academic teacher as provided in section 5 above, the Head of the Department or College:

1) arranges replacement for classes provided under the procedure specified in § 3 section 3;

2) instructed the employee to perform other activities making it possible for him or her to complete the minimum required number of hours or, at the consent of the employee submitted through the university electronic mail, discharges him/her from the requirement to report for duty in this regard while maintaining the right to pay;

3) keeps a register of any replacements;

4) immediately informs the Department of Education and Study Structure.

1. In justified circumstances, the employee may apply to the Head of Unit (i.e. Rector, Deputy Rector, Dean, Chancellor) for exercising the remote work option referred to in Article 3 of the Act on the specific solutions related to preventing, counteracting and combatting COVID-19 and other infectious diseases and crises that they caused (Journal of Laws of 2020, item 374, as amended).

Social distancing required under the law should be maintained at the University premises.

1. Using e-mail and telephone for intra-university communication and limiting personal contacts is recommended.
2. Before entering the building of Lublin University of Technology for the first time on a specific day, each person who is not the University employee is obliged to submit a signed questionnaire for the preliminary qualification compliant with the contents of Appendix No. 1 to this Ordinance and to disinfect his/her hands. If such person fails to submit the completed questionnaire or provides at least one affirmative answer to any of the questions in the questionnaire, he/she will not be able to enter University buildings. A student who has not been allowed to enter the building of Lublin University of Technology can obtain, it his/her request, a certificate constituting Appendix No. 2 to this Ordinance.
3. All persons staying in the University buildings are obliged to observe the CSI guidelines.
4. The rules concerning students’ stay in individual rooms depend on the nature of classes and shall be communicated by a lecturer.
5. The relevant Dean, in consultation with Facility Managers, supervises the procedure for entering a given faculty’s premises. The persons conducting the procedure for entering a given University building are appointed by the Dean or Facility Manager, based on the name lists provided by the Heads of Organisational Units of the University.
6. The Centre for Scientific and Technical Information of Lublin University of Technology is running operations according to the amended rules published on the website: biblioteka.pollub.pl/pandemia.

**§ 2.**

**Official domestic and foreign trips/arrivals of foreign visitors**

1. The open-type events, such as: conferences, symposia, lectures, celebrations, artistic performances and other meetings of this type organised by Lublin University of Technology and events organised by external entities in the premises of Lublin University of Technology are cancelled until further notice. The open-type events may be organised with the consent of the Rector.
2. Official domestic and foreign trips as well as trips to domestic and foreign conferences for employees, doctoral students/attendees of Doctoral School, students and attendees of post-graduate studies conducted at the University shall be suspended. Arrivals of foreign visitors to Lublin University of Technology are suspended. Participation in the above-mentioned trips may be permitted with the consent of the Rector.
3. The consent for the trips mentioned in section 2 may be issued by the Rector on an individual basis.
4. **To receive a consent for an official domestic trip, an employee should submit the following documents to the Rector:**
	1. **the letter in the form set out in Appendix No. 3 to this Ordinance;**
	2. **the application – K;**
	3. **the declaration that the current, domestic sanitary and epidemiological requirements forming Appendix No. 4 to this Ordinance were read and accepted.**
5. **To receive a consent for an official domestic trip, a student should submit the following documents to the Rector:**
6. **the letter in the form set out in Appendix No. 3 to this Ordinance;**
7. **the agreement forming Appendix No. 1 to Ordinance No.** R-12/2013 of the Rector of Lublin University of Technology of 15 February 2013;
8. **the declaration that the current, domestic sanitary and epidemiological requirements forming Appendix No. 4 to this Ordinance were read and accepted.**
9. **To receive a consent for an official foreign trip (hereunder referred to as: *the trip*), an employee should submit the following documents to the Rector:**
10. **the letter in the form set out in Appendix No. 3 to this Ordinance;**
11. **the application – referral to a foreign trip forming Appendix No. 1 to Ordinance No. R-15/2009 of the Rector of Lublin University of Technology of 30 January 2009, or business travel order issued in the framework of the international educational programmes forming Appendix No. 3 to Ordinance No. R-70/2019 of the Rector of Lublin University of Technology of 25 November 2019;**
12. **the declaration that the current domestic sanitary and epidemiological requirements in the country of destination forming Appendix No. 4 to this Ordinance were read and accepted.**
13. Long-term trips (longer than 30 days) are organised in a manner facilitating the possible stay in quarantine abroad (included in the length of such stay abroad).
14. Short-term trips (shorter than 30 days) are organised after the person who intends to go for this trip delivers the information received from the Scientific Research and International Relations Office or the Office of International Education that the purpose of this trip may not be achieved in the remote mode.
15. The trips to the countries with the high risk of SARS-CoV-2 infection specified, as at the day of departure, on the list published by the Ministry of Foreign Affairs on the website <https://www.gov.pl/web/dyplomacja/koronawirus-podroze-za-granice> are cancelled.
16. After the return to the country, the employee should observe the current sanitary and epidemiological requirements provided under generally applicable law.
17. It is suggested that the trips in the framework of the programmes for educational mobility should be organised in a remote form. The detailed rules for organisation and funding of the trips in a remote form are specified in the rules for specific programmes.
18. It is recommended that the trip participants purchase air tickets and tickets for other means of transport enabling a flexible change of the dates of departure and arrival.
19. **To receive a consent for hosting a foreign visitor, the host should submit the following documents to the Rector:**
20. **the letter in the form set out in Appendix No. 3 to this Ordinance;**
21. **the calculation forming Appendix No. 1 to Ordinance No. R-37/2019 of the Rector of Lublin University of Technology of 18 July 2019;**
22. **a scanned copy of declaration that the current, domestic sanitary and epidemiological requirements forming Appendix No. 5 to this Ordinance were read and accepted.**

**§ 3.**

**Distance learning**

1. The didactic classes shall be conducted at Lublin University of Technology solely with the use of distance learning methods and techniques mentioned in Article 81(4) of the Act of 20 July 2018 – The Higher Education and Science Law (hereunder referred to as: *distance learning*)[[1]](#footnote-1), subject to section 3.
2. Distance learning in all its forms can be conducted by a lecturer in the buildings of Lublin University of Technology or, upon the Dean’s consent, in other locations specified according to the procedure referred to in § 1 sections 5-7 and in line with the adopted schedules in a synchronic manner.
3. The classes which cannot be carried out with the use of distance learning methods and techniques (excluding lectures and recitation sessions), upon reasonable Dean’s request (including a description of the conditions of their carrying out and of the use of the University’s infrastructure ensuring the safety of individuals conducting classes and participating in them), after consulting the person in charge of a subject and his or her direct supervisor – the Rector shall decide about conducting classes with the personal participation of students, doctoral students or attendees of other forms of education, i.e. in the traditional form (without the use of distance learning methods and techniques) under the rules specified in §4 of this Ordinance.
4. The internships provided in the programme of studies may be conducted under the rules specified in Ordinance No. R-46/2020 of the Rector of Lublin University of Technology of 26 May 2020.
5. The Office 365 platform is a mandatory tool for distance learning and remote verification of the learning outcomes. It is also permitted to use the Moodle platforms administered by the University units.
6. The lecturers conducting classes are obliged to inform the University students about the details of conducting distance learning classes.

**§ 4.**

**Classes conducted in the traditional form**

1. Following the Rector’s approval referred to in §3 section 3 of this Ordinance, the Dean specifies the organisational details concerning the conducting of these classes and communicates them to the lecturers conducing classes to pass them on to students.
2. Students may participate in scientific research conducted at the University as part of preparing diploma theses, research projects and activities of scientific circles.
3. Doctoral students may perform activities related to scientific research on site of the University.
4. During traditional classes attended in person by students, the current sanitary and epidemiological requirements under generally applicable laws should be taken into consideration.
5. In consultation with the relevant Dean, the Facility Manager shall specify the maximum number of people that may simultaneously stay in each room where such traditional classes are going to be conducted with the observance of the mandatory rules of the sanitary regime. The information on the number of people should be displayed on the entrance door of such room and must be taken into account when these activities are planned.
6. In consultation with the Heads of laboratories and workrooms as well as the Heads of Organisational Units of the University, the Dean specifies the time schedules for the rooms mentioned in section 5 above.
7. The approved schedule for activities of laboratories and the use of other premises should be communicated to Facility Managers who shall ensure the strict observance thereof and supervision as well as the procedure for handing over the keys and control over observance of regulations and shall ensure and verify disinfection of these rooms.
8. Deans, Heads of Organisational Units of the University, Heads of laboratories and workrooms and Chairs of the councils granting diplomas are obliged to properly prepare the rooms where the activities in the traditional form are going to be conducted and to equip them with sanitary equipment.
9. In consultation with the relevant Dean, the Facility Manager designates a room for isolation if an infection is suspected, according to CSI guidelines.
10. The activities in traditional form should be conducted in groups of students not exceeding the numbers specified in the provisions referred to in section 4.
11. It is recommended that the classes in traditional form are conducted in longer hourly blocks to limit the queue and exchange of students before and after classes (the half-day or one day long blocks for one group of students) with an appropriate break needed to ventilate and disinfect the rooms.
12. It is recommended that traditional classes are scheduled at such hours as to enable the students to arrive at their classes and return to their place of residence on the same day.

**§ 5.**

**The rules of documenting distance learning as part of remote work**

1. The classes conducted with the use of options mentioned in §1 section 5-7 of this Ordinance should be documented by the academic teacher in such a way that when the classes are completed in a specific semester, the following documents confirming the completion of classes should be submitted in electronic form, including in particular:
2. the list of registers from the distance learning platforms confirming the start and end of work as part of specific classes using one of the following:
	1. generating screenshots with the date and time of commencing and finishing distance learning classes;
	2. generating attendance lists from Teams meetings (.csv);
	3. other options available in the software used for distance learning classes in line with the IT skills of the lecturer conducting the classes (e.g. reports generated in the Moodle platform).
3. results of tests, partial exams, test assignments performed in remote form;
4. copies of other materials confirming the teacher’s activities as part of remote work.
5. The academic teacher submits the list of classes conducted remotely using the form set out in Appendix No. 6 to this Ordinance for verification and approval.
6. The documents referred to in section 1 and the list of classes referred to in section 2 above should be reviewed by a person performing verification, namely the head of: a department, college, degree course, training course, post-graduate studies, doctoral studies or the director of the doctoral school, a faculty coordinator for international exchange (hereunder referred to as: *the verifier*). As part of verification, the verifier is obliged, in particular, to conduct the assessment of the adequacy of documents attached to the list of completed classes. The results of activities performed by the verifier include, in particular,
7. positive assessment of materials if the submitted documents are adequate;
8. if the documents are not adequate, the verifier shall inform the relevant academic teacher about it and provide an opportunity to supplement these documents within maximum 5 working days;
9. if the materials are not supplemented in the specified period, the verifier refuses to make a positive assessment in the scope being the subject of the assessment and provides a written statement of reasons for such decision.
10. The decision that the classes are completed is, respectively, made by: for academic teachers of a specific faculty - the Dean, and for teachers from other units - the Deputy Rector for Student Affairs.
11. A person approving the classes as completed should, in particular, verify completeness of the list approved by the verifier and, potentially, consult its contents with students taking part in the didactic process or administrators of the distance learning platforms.
12. A person approving the classes as completed may consider them as completed regardless of the lack of verifier’s approval, providing a written statement of reasons in a relevant part of the list of classes referred to in section 2 above.
13. The verification and approval of the classes as completed is confirmed by signing the list of classes mentioned in section 2 above. The verifier shall attach the list of classes to the reports of academic teachers on completion of didactic classes in a given semester of the academic year.
14. The number of hours approved under this Ordinance and in line with the procedure set out in §4(3)(1) of Appendix No. 3 to the Work Regulations of Lublin University of Technology is the basis for the calculation of remuneration for the completed classes.

**§ 6.**

The following documents shall be repealed as of the date when this Ordinance enters into force:

1. Ordinance No. R-63/2020 of the Rector of Lublin University of Technology of 18 September 2020 on the temporary organisation of activities of the University in the winter semester of the academic year 2020/2021;
2. Rules of the verification of learning outcomes outside the University’s premises with the use of IT is specified in Ordinance No. R-10/2021 of the Rector of Lublin University of Technology of 22 January 2021.

**§ 7.**

The Ordinance shall enter into force on the day of signing.



*Appendix No. 1*

*to Ordinance No. R-11/2021*

*of the Rector of Lublin University of Technology*

*of 22 January 2021*

**THE PRELIMINARY QUALIFICATION QUESTIONNAIRE**

building: ................................................................

Name and surname: ………………………….………………………………..…………………

Contact telephone number: …………………………………….…………….…..………….......

Purpose of arrival to the University building:

* didactic classes – a symbol of a dean’s group: .............................................................
* other – the place of destination (room no or name of the unit or a person): .................................................
1. **Are you currently experiencing any of the following symptoms: a fever higher than 38ºC, cough, shortness of breath or other uncharacteristic?**
* YES
* NO
1. **Have you been in contact with a person who is known to have the confirmed SARS CoV-2 coronavirus infection within the last 7 days?**
* YES
* NO

…………………., hour .........................

 *date*

 ……………..…………………...........

*legible signature of the respondent*

**The ban on entering a building is binding upon a person who answered YES to question 1 or 2.**

**Information clause on the processing of personal data by the Lublin University of Technology to prevent and counteract the spread of SARS CoV-2 coronavirus epidemic on the campus of Lublin University of Technology**

1. Lublin University of Technology, ul. Nadbystrzycka 38 D, 20-618 Lublin, is the controller of your personal data.
2. Mr Tomasz Joński is the data protection officer. You can write to the address: iod@pollub.pl in all matters concerning the processing of personal data and exercise of rights related to their processing.
3. Your personal data shall be processed in the scope resulting from the preliminary qualification questionnaire for the purposes arising from the education process and the need to be in contact with you using various channels of communication, i.e. electronic mail, telephone, the specific personal data and in relation to the publication of Ordinance No. R-11/2021 of the Rector of Lublin University of Technology of 22 January 2021 at Lublin University of Technology on the special organisation of the University activities due to the epidemic.
4. The processing of your personal data by Lublin University of Technology is based on Art. 6(1)(a) and (c) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing the Directive 95/46/EC (General Data Protection Regulation): compliance with a legal obligation to which the controller is subject arising, in particular, from reasons concerning the public interest in the field of public health – the processing is needed to comply with an obligation arising from provisions of law, in particular Article 207 of the Labour Code – namely, the obligation to ensure the safe and hygienic working conditions and Article 2092(1) of the Labour Code – namely, the obligation to take measures if the life or health of employees is threatened and pursuant to Art. 17 of the Act of 2 March 2020 on the specific solutions related to preventing, counteracting and combatting COVID-19 and other infectious diseases and crises that they caused (Journal of Laws of 2020, item 374) – the so-called special law.

The above-mentioned objectives will not be achieved if you fail to communicate the data or to provide the consent for their processing.

Processing of the personal data for the purposes and in the scope going beyond the activities referred to in §4 section 1 and in relation to the health protection requires a separate consent based on a specific, individual purpose of data processing if a provision of law does not provide the basis for the processing of such data.

1. Your personal data are processed for the time necessary for obtaining the result of COVID-19 test under mandatory provisions of the generally applicable law or the internal regulations adopted by Lublin University of Technology.
2. Lublin University of Technology may transfer your data to other data processors and to public authorities or entities authorised to obtain the data applicable provisions of law, e.g. courts, law enforcement bodies or state institutions if they request it under a relevant legal basis.
3. You have the following rights concerning the processing of personal data:
* the right to withdraw the consent for the processing of data;
* the right to access your personal data;
* the right to request rectification of your personal data which are incorrect and to have incomplete personal data completed;
* the right to request erasure of your personal data, especially if your consent for the processing of data is withdrawn and if there is no other legal basis for processing;
* the right to request the restriction of processing of your personal data;
* the right to object to the processing of your personal data due to your extraordinary situation in cases when we process the data under our legitimate interest or for the purpose of direct marketing;
* the right to transfer your personal data entrusted only in case of the data processed under an agreement concluded with you or under the consent or when your data are processed by automated means;
* the right to lodge a complaint with a supervisory authority in charge of personal data protection – President of the Personal Data Protection Office.
1. You have the right to withdraw your consent for data processing at any time. Withdrawal of the consent does not affect the legality of processing conducted under your consent prior to its withdrawal.
2. Your personal data disclosed in the questionnaire shall be stored until the end of the current academic year. After expiry of that period, a collection with data obtained under the questionnaire shall be permanently destroyed.

*Appendix No. 2*

*to Ordinance No. R-11/2021*

*of the Rector of Lublin University of Technology*

*of 22 January 2021*

**CERTIFICATE**

This is to certify that Mr/Mrs ..................................................................................... was not admitted to the building ..................... on the day of ................................. due to non-compliance with requirements of the preliminary qualification arising from Ordinance No. R-11/2021 of the Rector of Lublin University of Technology of 22 January 2021.

A person conducting the procedure: ...............................................................................

............................................................

*(signature of a person issuing the certificate)*

*Appendix No. 3*

*to Ordinance No. R-11/2021*

*of the Rector of Lublin University of Technology*

*of 22 January 2021*

Lublin, on ……………………..

……………………….………

*name and surname*

………………………….……

*organisational unit*

**Rector of Lublin University of Technology**

**Request to give the consent for a trip/hosting of a foreign visitor\***

I hereby apply for the consent for\*\*:

□ the official trip to ……………………………………………………..………….......................

………………………………………………………………………………………………............

*country, university/hosting institution*

□ the trip\*\*\* to ……………………………………………………..……………...……..................

………………………………………………………………………………………………............

*country, university/hosting institution*

□ hosting a foreign visitor ……………………………………….……………...................

*name and surname of the visitor*

………………………………………………………………………………………………............

*country, university/institution*

in the period ……………………………………………………………..…………………...........

for the purpose of …………………………………………………………………………..……..

………………………………………………………………………………………………............

………………………………

 *signature*

Rector’s decision: I grant the consent / I do not grant the consent\*

………………………………

 *signature*

*\* delete as appropriate*

*\*\* select a relevant option*

*\*\*\* refers to persons who are not employees of Lublin University of Technology*

*Appendix No. 4*

*to Ordinance No. R-11/2021*

*of the Rector of Lublin University of Technology*

*of 22 January 2021*

Lublin, on ……………………..

……………………….………

*name and surname*

………………………….……

*organisational unit*

**DECLARATION**

With regard to the trip for the purpose of ……………………………………………, I hereby declare that I have acknowledged the sanitary and epidemiological situation in the place of destination, i.e. ………………………………………………….……......................

I hereby undertake to observe the current sanitary and epidemiological requirements provided under generally applicable law, and additional recommendations adopted by the hosting university/institution\*.

………………………………

 *signature*

*\* delete as appropriate*

*Appendix No. 5*

*to Ordinance No. R-11/2021*

*of the Rector of Lublin University of Technology*

*of 22 January 2021*

Lublin, on ……………………..

……………………….………

*name and surname*

………………………….……

*organisational unit*

**DECLARATION**

With regard to the arrival to Lublin University of Technology for the purpose of ……………………………………………………………………………….…………, I hereby declare that I have acknowledged the current, domestic sanitary and epidemiological requirements provided under generally applicable law, and additional requirements adopted by Lublin University of Technology.

I accept that after the arrival at Lublin University of Technology I may be requested to provide the results of COVID-19 test or to do this test at my expense.

………………………………

 *signature*

*Appendix No. 6*

*to Ordinance No. R-11/2021*

*of the Rector of Lublin University of Technology*

*of 22 January 2021*

**The list of didactic classes completed with the use of distance learning methods and techniques in the** …………… **semester of the academic year** ……………

……………………

 *date*

Faculty: …………………………………………………………………………………………………………………….…………........

Department: ……………………………………………………………………………………………………………………………….

Lecturer’s name and surname: ……………………………………………………………………………………………......................

Lecturer’s position: …………………………………………………………………………………………………….……....................

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Subject name** | **Field/form of studies** | **Level of studies/year or semester** | **Type of classes****(L, S, RS, L, I)** | **The period in which the classes were conducted remotely****(from…. to …..)** | **Number of hours taught remotely** | **Number of hours taught remotely and accepted by the verifier** | **Number of hours taught remotely approved by a person approving the classes as completed** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

The statement of reasons presented by a person approving the classes as completed:

………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

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………………………. ……………..……………………………. …………..……………………………….....

*lecturer’s signature stamp and signature of a verifier stamp and signature of a person approving the classes as completed*

1. Distance learning (e.g. of students) is not equivalent to remote work (of academic teachers). [↑](#footnote-ref-1)