

Ordinance no. 83/2019/2020 by the Rector of the University of the Arts Poznań dated 11 March 2020 regarding the functioning of the University of the Arts Poznan in the period of class suspension due to the danger caused by the outbreak of the coronavirus COVID-19.

Pursuant to Article 23 Section 2 Point 2, Article 50 Section 1, Article 51 Section 1 of the Higher Education Act dated 20 July 2018 (Dz.U. z 2020 r., poz. 374) and to the Act on Special Measures of Preventing and Combating Coronavirus and Other Infectious Diseases and Managing Crises Caused by Them dated 2 March 2020 (Dz.U. z 2020 r., poz. 374), it is ordained as follows:

### **§ 1**

1. All practical and theory classes held at the University of the Arts Poznan are suspended from 12 March 2020 until further notice.
2. The Main Library of the University of the Arts Poznan, as well as its branch shall be closed from 12 March 2020 until further notice.
3. All cultural events – lectures, exhibitions, “Meet the Author” presentations, workshops etc. shall be suspended from 12 March until further notice. Moreover, any other public gathering that are not closely related to the proper functioning of the Univeristy shall also be suspended.
4. Admission to the buildings and facilities of the University of the Arts Poznan is suspended until further notice for BA, Bsc, MA and PhD students.

### **§ 2**

The staff of UAP are urged to actively engage in activities that ensure the functioning of the Univeristy.

### **§ 3**

1. The academic staff are obliged to use ICT tools that enable them to carry out the curriculum at a distance, in a way that minimalizes direct contact with students. To organize this, the staff are advised to communicated via the Akademus system and to seek assistance from the UAP IT department.
2. The heads of studios are obliged to individually agree on the principles of consultations and giving corrections to projects prepared by students.
3. The deans of the Faculties are obliged to gather information from the academic staff regarding the way in which the remote classes will be held in the period of the suspension of regular classes. Moreover, the deans are obliged to prepare reports to the Rector regarding the educational activities carried out in studios.

### **§ 4**

1. It is recommended that direct contact between employees in the workplace be kept to a minimum.
2. In order to maintain effective communication, it is advised to communicate with the administrative staff of the University of the Arts Poznan via email or by phone.

### **§ 5**

In order to prevent the spread of COVID-19, the employer (Rector, Chancellor) may instruct the employee to perform for a fixed period of time the work specified in the employment contract outside the place of its regular performance – the so-called "remote work".

## **§ 6**

1. Any individual international exchange of the academic or administrative staff, students and PhD students of the University of the Arts Poznan, as well as any visits of foreign guests are suspended until further notice.
2. Any members of the academic or the administrative staff willing to travel within the territory of Poland are obliged to receive a written permission by the Rector.
3. The staff, the students and the PhD students of the University of the Arts Poznan are obliged to immediately inform to the email address: [office@uap.edu.pl](mailto:office@uap.edu.pl) about the fact of having returned from any of the countries affected by the epidemic of the coronavirus COVID-19 or about the fact of having contact with persons that have recently visited any of those countries.
4. The staff, the students and the PhD students that have recently visited countries where the risk of contracting the coronavirus is high or that have had contact with persons that have recently visited such countries are advised to remain indoors for the period of 14 days since their return and to act in accordance with the recommendations of the Polish Chief Sanitary Inspector.

## **§ 7**

The staff, the students and the PhD students of the University of the Arts Poznan are obliged to regularly follow the announcements and the ordinances issued by the Rector that are published on the website of the University of the Arts Poznan and to regularly check their UAP email mailboxes.

## **§ 8**

Ordinance no. 78/2019/2020 by the Rector of the University of the Arts Poznan dated 6 March 2020 on the introduction of travel restrictions at the University of the Arts Poznan related to the danger posed by the coronavirus COVID-19 is hereby repealed.

## **§ 9**

This ordinance comes into effect on the day of signing and shall be valid until further notice, depending on the development of the epidemiological situation and the decisions made by the government of the Republic of Poland.