

Ordinance No. 6/2020/2021 of the Rector of the University of the Arts Poznan dated 16 October 2020

on the regulations regarding the organization of tuition in the winter semester of the academic year 2020/2021

Pursuant to Article 23, Section 2, Point 2 of the Higher Education Act of 20 July 2018 Law on Higher Education and Science (Dz. U. z 2020 r. poz 85 t.j. z późn. zm.), Section 23, Point 2 of the UAP Statute and with the Ordinance by the Council of Ministers dated 9 October 2020 on the introduction of specific limitations, orders, and prohibitions related to the state of epidemic, as a response to the declaration of the state of pandemic related to infections with the virus SARS-CoV-2 causing COVID-19, it is ordered as follows:

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1. Lectures, theoretical classes, and seminars, regardless of the form and mode of tuition, are to be carried out remotely by means of e-learning methods (remote education).
2. Practical classes are to be held in regular on-site or in hybrid form, with all necessary sanitary precautions.
3. Individual work of students in studios and workshops is allowed on terms set forth herein and in accordance with the instructions of academic teachers and heads of workshops.
4. The number of people allowed to participate in classes held in the regular form is limited and depend on the decision of the lecturer of the particular class, workshop, or consultation, however, it may not exceed 10 people (including the teacher).

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1. The teacher in charge of a class, a workshop, or a consultation is obliged to prepare a list (first name, last name, faculty, degree programme and year of study, phone number, email address) of participants and submit it to the reception desk. Lists will be utilized at the end of semester.
2. The teacher in charge of a class, a workshop, or a consultation is obliged to prepare a list of students (in a form of a regular or Google Calendar list) who wish enter studios or workshops for self-work. Such list should include: first name, last name, faculty, degree programme and year of study (preferably also the phone number). A copy of the list will be available in a given studio/workshop. Student are obliged to enter the exact time of entrance and exit from the studio/workshop.

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Practical/artistic classes held at the University of the Third Age are suspended.

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Physical education classes are to be held remotely.

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1. All classes should be held according to the class schedule.
2. Lists of attendance are obligatory for all forms of teaching at all study programmes.
3. Deans are obliged to gather information from the academic teachers regarding the forms of remote education, and are expected to submit monthly reports to the Rector.

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Open-air workshops are suspended.

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1. Exhibition openings, accompanying and closing events can only be held remotely (online).
2. The capacity of exhibitions organised within the University premises and in the University galleries is limited to 25%. If there are no designated places, participants of such events should keep a distance of 1.5 metre from each other. All participants are obliged to cover the mouth and nose.
3. Any authorial meetings, student meetings, PhD candidate meetings, research club meetings, workshops, and other cultural events, without regard to the provisions included in Section 2, are to be held remotely (online).
4. Any other types of group meetings not strictly related to the proper functioning of the University are suspended.

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1. The verification of learning outcomes, particularly course completion assessment and examination, can take place outside the University premises with the use of electronic communication.
2. Decisions regarding the form of verification of learning outcomes is to be made by:
 - 1) the dean – in regard to students;
 - 2) head of the PhD school – in regard to PhD candidates;
 - 3) head of post-graduate studies in consultation with dean – in regard to students of post-graduate studies or pedagogical study
3. Assessment or examination of a course held online should be carried out in a way that ensures the control of the verification process and the registration of such process. If during the assessment of examination the connection is lost, the examiner or the persons in charge of assessments shall make the decision about the necessity of repeating the examination (or the assessment) or shall give a grade taking into consideration the course of the examination (assessment).

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1. Only people in good health condition, without symptoms of COVID-19, not subject to isolation or quarantine and not living with person subject to such restrictions can enter the University premises.
2. All persons entering the premises of the University are obliged to:
 - a) have their temperature measured at the reception desk. If the temperature is more than 37.1 degrees Celsius, such person will not be allowed to enter the premises of the University. Moreover, students are obliged to provide information about the exact time and place of classes upon entry;
 - b) cover the mouth and nose, i.e. to wear a face mask or a face shield, particularly in common areas and corridors;
 - c) keep a safe social distance of at least 1.5 metre;
 - d) frequently wash hands and clean them with sanitizer located at the entrance and in designated locations. Students and academic teachers are obliged to use sanitizer on entering classroom and to

disinfect the workplace, particularly when finishing work/classes (sanitizers are available in designated location within the University premises).

3. Deans of faculties have the right to introduce additional limitations in order to adapt safety measures to the academic and non-academic staff of a given Faculty as well as to the classrooms and other areas a given Faculty has access to.
4. Any person who identifies the symptoms of COVID-19 is obliged to follow the guidelines set forth in Appendix no. 1 to this Ordinance.
5. Any person who has had contact with a person with symptoms of COVID-19 is obliged to follow the guidelines set forth in Appendix no. 1 to this Ordinance.
6. It is advised to limit the movement of academic teachers/employees/students within the University premises in order to minimise the possibility of direct contact.
7. It is recommended to contact via phones, emails, and online communication tools.
8. Students are advised to avoid forming groups before, during, and after classes.
9. Before each class, the teacher is obliged to ventilate the classroom. Throughout the class, they are obliged ventilate the classroom at least once per hour.
10. Once the students leave the classroom, the teachers are advised to clean high-touch surfaces like desks, door handles, light switches, and equipment with sanitizer (available at the reception desk). After using the sanitizer, it is mandatory to ventilate the room for the amount of time suggested by the manufacturer.
11. Academic teachers and students who work in studios using common tools, objects, or equipment (e.g. computer room or photography studio) are obliged to work in disposable gloves (not provided by the University).
12. Any person that uses sanitizer is obliged to go through its safety data sheet and safety instructions (available at the reception desk).
13. When coughing or sneezing, it is obligatory to cover the mouth and nose with a tissue or to do it into the bent of one's elbow. After use, the tissue should be disposed of and the hands should be washed.
14. When working, it is recommended to avoid touching the face, particularly the mouth, nose, and eyes. It is also recommended to frequently wash hands with water and soap.
15. Used gloves and face masks should be disposed of into the trash bin for mixed waste.
16. It is not possible to obtain or buy a face mask/face shield within the University premises.
17. Visitors who are not employees/ co-workers/ students of the University of the Arts Poznan will be registered at the reception desk of each UAP building upon entry and exit. Any person willing to enter UAP premises will need to specify the purpose of the visit, provide personal information and phone number, and to comply with safety measures of the University. Each person entering the University premises will receive a guest badge that they will be expected to return upon leaving the building.
18. Any person entering the University (students, guests) is obliged to leave the coats or jacket at the cloakroom located behind the reception desk.

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1. Business trips of employees, PhD candidates, and students are suspended.
2. In justified cases, participation in a business trip will require a written consent of the Rector.

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All measures are taken in compliance with current regulations, including the decisions, recommendation, and guidelines of the Polish State Sanitary Inspectorate.

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The 'Procedure for Dealing with the Suspicion of COVID-19 Infection' that constitutes Appendix no 1. to this Ordinance is hereby introduced.

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The following ordinances are hereby repealed:

1. Ordinance no. 83/2019/2020 of the Rector of the University of the Arts Poznan dated 11 March 2020 on the functioning of the University of the Arts Poznan in the period of class-suspension related to the outbreak of the coronavirus COVID-19.
2. Ordinance no. 121/2019/2020 of the Rector of the University of the Arts Poznan dated 9 September 2020 on the principles of the organization of education in the academic year 2020/2021.

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This Ordinance shall come into force on the day of signing.

Appendix no 1 to the Ordinance No. 6/2020/2021 of the Rector of the University of the Arts Poznan dated 16 October 2020 on the regulations regarding the organization of tuition in the winter semester of the academic year 2020/2021

Procedure in Case of Suspicion of COVID-19 Infection

If a student, PhD candidate, participant of other forms of tuition, or an employee or academic teacher show symptoms of the virus SARS-CoV-2, it is required to:

1. Immediately exclude them from work/classes and inform them about the necessity of contacting the GP or the closest emergency department. In case of an advancing deterioration of health of the person suspected of COVID-10 infection, it is recommended to call 999 or 112.
2. Immediate superior is obliged to take measures in order to limit the possible risk of infection of employees, PhD candidates, and students in the unit they are responsible for. It is particularly important to prepare a list of people who were in close contact with the person that shows symptoms of infection (within a studio/workshop/other area) and then report them via a phone call (6 855 25 21, extension: 345) or via email (office.uap.edu.pl).
3. People who had close contact with the person suspected of COVID-19 infection will be obliged to work/study remotely for the period of 10 days or until the person suspected of the infection receives the result of the swab test.
4. If the result of the swab test is positive, it is obligatory to immediately notify the authorities of the University about such result via a phone call (6 855 25 21, extension: 345) or via email (office.uap.edu.pl).
5. Any person that had close contact with the person infected with COVID-19 or suspected of infection is obliged to follow the guidelines of the Polish Chief Sanitary Inspector available on: gov.pl/web/koronawirus/ and gis.gov.pl.
6. It is recommended to follow the guidelines of the Polish Chief Sanitary Inspector available on: gov.pl/web/koronawirus/ and current legal regulations.