

REGULATION NO. 558/2020

of September 24, 2020

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

Pursuant to § 37 sec. 10 of the Statute of the Warsaw School of Information Technology (the WIT) and pursuant to art. 23 sec. 1 in connection with Art. 50 (1) and Art. 67 (4) of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended) as well as for the purpose of preventing, counteracting and combating COVID-19 and increasing the safety of students, lecturers and administrative staff of the WIT, the following is ordered:

General provisions

§ 1

The regulation sets out the rules for organizing the winter semester in the 2020/2021 academic year:

- 1) first-cycle studies,
- 2) second-cycle studies,
- 3) postgraduate studies, courses and training.

§ 2

1. **Classes are conducted in a mixed mode, i.e. partly at the WIT's facilities and partly remotely using the TEAMS and INSPERA systems.**
2. Classes at the University's facilities are held in groups that are half the size of standard groups, with no more than 10 students.
3. The share of remote classes in the total number of hours is determined for each subject by the Dean of the Faculty in consultation with the academic teacher responsible for its conduct (separately for each field of study).
4. Verification of achieved learning outcomes (exams, credits, project reviews) will be carried out either directly in the classrooms or remotely using the TEAMS and INSPERA systems.
5. Decisions on verifying the learning outcomes achieved at the University's facilities or remotely will be made at least two weeks before the examination session begins.
6. Classes conducted on the premises of the WIT, assuming direct contact between the lecturer and students, must be conducted in compliance with the hygienic and sanitary requirements, in accordance with the applicable regulations and the recommendations and guidelines of the Chief Sanitary Inspector.

§ 3

- 1. Diploma exams will be held remotely using the TEAMS system.**
2. Detailed rules for submitting the diploma thesis and conducting the diploma examination remotely are governed by separate regulations (Regulation No. 557/2020).
3. In justified cases, the Dean of the Faculty may decide to conduct the diploma examination in the halls of the University in compliance with the hygienic and sanitary requirements in accordance with the applicable regulations as well as the recommendations and guidelines of the Chief Sanitary Inspector.

Conducting didactic classes remotely

§ 4

Remote didactic classes may be conducted in the form of:

- 1) synchronous – in real-time contact between the teacher and the students,
- 2) asynchronous – enabling students to elaborate the material provided by the teacher,
- 3) correspondence – ensuring the exchange of content between the teacher and students via e-mail and shared network resources.

Conditions for participating in classes at the University

§ 5

1. In order to provide the necessary precautions, the following entrances to the building are designated at:
 - ul. Newelska – from ul. Obozowa,
 - ul. Gizów – from the courtyard.
2. The WIT's buildings at Newelska 6 and Gizów 6 can be entered by students, lecturers and administrative staff who each time submit a declaration of compliance with the following conditions:
 - 1) Have a body temperature below 37.5 °C**
 - 2) In the last 14 days:**
 - **they were not in the high-risk area,**
 - **they had no contact with people from risk areas,**
 - **they had no contact with people infected with the SARS-CoV-19 (COVID 19) virus, they had no contact with people who were quarantined,**
 - **have no fever, cough, runny nose, conjunctivitis, difficulty breathing or shortness of breath.**
3. Each student / lecturer / administrative employee is aware of their responsibility for the accuracy of the declaration contained in paragraph. 2.

4. Each student / lecturer / administrative employee entering the University building (at Newelska 6 or Gizów 6) must strictly follow the following rules:
 - 1) **measure the temperature with a thermal imaging camera,**
 - 2) **register the entrance to the building – by holding an ID / ID card against a specially marked reader,**
 - 3) **Disinfect your hands.**
5. **Registration of entry is equal to submitting a declaration of the content contained in paragraph. 2.**
6. In case of any conditions contained in sec. 2 each student / lecturer / administrative worker is obliged to immediately notify the WIT by e-mail sent to the following address: covid@wit.edu.pl
7. **In the common areas of each building of the WIT there is an absolute order to maintain a social distance of at least 1.5 m and an absolute order to cover the mouth and nose with masks or visors. Only 2 people can be in the lift at a time.**
8. Before entering each class, **every student / lecturer must register their presence** (at specific classes) by applying his / her ID / ID card to the reader located at the entrance door to the room.
9. **Each person entering the classes disinfects their hands.**
10. Classes are held in small groups and students only occupy the indicated places.
11. It is recommended to cover the mouth and nose (with a mask or a visor) during the classes.
12. During the classes, the lecturer must have his face covered with a visor.
13. **During classes, it is absolutely necessary to keep a social distance of at least 1.5 m and it is not allowed to:**
 - 1) **use telephones,**
 - 2) **move around the room where the classes are held.**
14. **After completing the classes, it is obligatory to register leaving the room by applying the ID / ID card to the reader.**
15. It is recommended that only one person per table is seated in the buffet.
16. **Each student / lecturer / administrative employee, when leaving the WIT building, must register this fact by applying an ID / ID card to a specially marked reader.**
17. A student / lecturer / administrative worker **who does not have an ID / ID card** is required to measure the temperature with a thermal imaging camera and register/sign each entry and exit from the building in the entry / exit notebook available at the school's porter's desk (entering the notebook is equal to submitting a declaration of the content specified in section 2).

Work of administrative units

§ 6

1. Administrative employees apply to the provisions set out in § 5 sec. 1 - 8 and 15 - 17.
2. All organizational units at the University (Rector's Office, Dean's Office, Bursary - Kwestura, Recruitment, Library) are open, but the work may be partially remote.

3. Principles of customer service by individual organizational units are posted on the University's website in the "Contact" tab, in particular:

1) Rector's office:

Tuesday and Wednesday from 10:00 - 15:00

Thursday from 2 p.m. - 6 p.m.

Monday and Friday (remote work) from 9:00 am - 3:00 pm

2) Dean's offices:

Faculty of Computer Science:

Tuesday and Wednesday from 10:00 - 15:00

Thursday from 2 p.m. - 6 p.m.

Monday and Friday (remote work) from 9:00 a.m. - 3:00 p.m.

Saturday (remote work) from 10:00 - 14:00

ITZ Department:

Tuesday and Wednesday from 10:00 - 15:00

Thursday from 2 p.m. - 6 p.m.

Monday (remote work) from 9:00 am - 3:00 pm

Saturday (remote work) from 10:00 - 14:00

3) Library:

Tuesday and Wednesday from 10:00 - 15:00

Thursday from 2 p.m. - 6 p.m.

Monday and Friday (remote work) from 9:00 a.m. - 3:00 p.m.

Saturday (from 10X) from 10:00 - 14:00

4) Admissions: (Rekrutacja)

Tuesday and Wednesday from 10:00 - 15:00

Thursday from 2 p.m. - 6 p.m.

Monday and Friday (remote work) from 9:00 a.m. - 3:00 p.m.

Saturday (17X, 14XI, 19XII) from 10:00 - 14:00

5) Bursary: (Kwestura)

Tuesday and Wednesday 10:00 - 15:00

Thursday from 2 p.m. - 6 p.m.

Monday and Friday (remote work) from 9:00 am - 3:00 pm

- 4. For safety reasons, before a personal visit, visitors are asked to contact us by phone or e-mail in order to arrange a specific time of the visit.**
5. Each person disinfects their hands and registers their entry before entering the administration room.
6. Information on the permissible number of students/lecturers is posted on the door of each administration room.

§ 7

1. **All persons staying at the WIT (students / lecturers / administrative employees) are obliged to comply with the above-mentioned rules of mutual safety and security at the WIT and confirm in the UBI system, by ticking the appropriate box, about:**
 - 1) **getting acquainted with the above-mentioned rules,**
 - 2) **agreeing to measure the temperature,**
 - 3) **consent to the processing of the necessary personal data in the event of COVID-19 infection.**
2. The regulation comes into force on the date of signing, with effect from October 1, 2020.

Rector of WSISiZ (the WIT)
prof. dr hab. inż. Maciej Krawczak