

30 September 2020

ORDINANCE No. 15/2020

of the Rector of the Grażyna and Kiejstut Bacewicz University of Music in Łódź
on the rules of conducting classes in the first semester of the 2020/2021 academic year
at the G. and K. Bacewicz University of Music in Łódź

Based on Article. 23 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) - I hereby order the following:

§ 1.

Rules of conducting didactic activities at the G. and K. Bacewicz University of Music in Łódź in the first semester of the academic year 2020/2021, hereinafter referred to as the "Rules", constitute an appendix to this ordinance.

§ 2.

I entrust the implementation of the order to the Vice-Rector for Scholarly and Didactic Affairs.

§ 3.

This regulation comes into force on the day it is signed. At the same time, the Rector's Ordinance No.13/2020 of 15 September 2020 introducing the Rules of conducting didactic classes at the G. and K. Bacewicz University of Music in Łódź in the first semester of the academic year 2020/2021 is repealed.

Rules of didactic activities at the G. and K. Baciewicz University of Music in Łódź during the first semester of the academic year 2020/2021

Pursuant to the Act of 2 March 2020 on special solutions related to the prevention, counteraction and combating of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws of 2020, items 374, 567 and 568) with conjunction with the Act of 16 April 2020 on special support instruments in connection with the spread of the SARS-CoV-2 virus (Journal of Laws 2020, item 695) and the Regulation of the Ministry of Science and Higher Education of 23 March 2020 on temporary restriction of the functioning of certain subjects of the higher education system and science in connection with prevention, counteraction and combating of COVID-19 (Journal of Laws 2020, item 511) and the *Guidelines for conducting classes at the higher education institutions of art* of the Ministry of Culture and National Heritage, the following principles of studying are introduced at the G. and K. Baciewicz University of Music in Łódź in the academic year 2020/2021 for the first- and second-cycle studies [full-time (*stacjonarne*) and part-time (*niestacjonarne*)].

§ 1

Rules of conduct on the premises of the University

1. No person with symptoms of respiratory tract infections is allowed on the premises of the University (this applies to students, teachers, administrative staff).
2. On the premises of the University it is obligatory:
 - to cover the mouth and nose,
 - disinfection of hands at the entrance and exit to the University buildings,
 - keeping social distance on the University premises, in accordance with the applicable sanitary rules

The above obligations apply to teachers and students.

3. Rules applicable during classes at the University:
 - organization of student education using the remote and hybrid work mode,
 - the possibility of dividing groups and carrying out classes, taking into account the shift and rotation system,
 - the obligation to maintain social distance during classes, taking into account the distance of at least 1.5 meters between students,
 - creating appropriate conditions for classes, taking into account the required room area,
 - regular disinfection and airing of lecture and concert halls,
 - persons staying in the University buildings are required to enter the attendance list (applies to teachers and students),
 - keeping student attendance lists by teachers during all classes,
 - admitting students to classes at appropriate intervals to avoid too many contacts,
 - in justified cases, the teacher has the right to refuse to conduct classes with a student who shows symptoms of respiratory tract infection.
4. In case of suspicion of COVID-19 infection, one must immediately follow the current guidelines of the Ministry of Health and the Chief Sanitary Inspectorate.
5. The presence of external persons, who are not employees or students, is forbidden at the University, the data will be verified on the basis of an ID issued by the University.

§ 2

The mode of conducting the classes

1. In connection with the introduction of the COVID-19 pandemic, education of students in the first semester of the academic year 2020/2021 will take place in the following modes:
 - remote (online, using a computer and the Internet),

- hybrid, combining traditional forms of learning (direct contact with the teacher at the University premises) with activities conducted remotely via a computer and the Internet (online).
2. Individual or group classes (in groups of max. 5 people) will be held in the hybrid mode.
 3. Any other classes will be held in a remote mode.
 4. In the first semester of the academic year 2020/21, the activities of all artistic ensembles consisting of more than 5 people, are suspended.
 5. With the special consent of the Rector, in accordance with the established calendar of artistic, artistic and scientific events for the 2020/21 academic year, it is allowed to carry out an artistic project with the participation of more than 5 students.
 6. In the case of conducting classes remotely, the teaching teacher may consult students at the University once a month, but in a group of no more than 5 people.
 7. While maintaining the applicable safety rules, social distance and the requirements of the Chief Sanitary Inspectorate, a separate schedule of classes will be developed, divided into the appropriate number of students in groups, adapted to the required room size, for the courses: *physical education* and *aural training*, as well as for the *movement and dance courses* within the majors of: *choreography and dance techniques*, *rhythmics*, *musical*, *pop singing* and diploma ensembles as part of the major *art education in music*.
 8. The courses in the curricula of the first- and second cycle studies (full-time and part-time) which, due to the pandemic, cannot be completed by a student in the first semester of the academic year 2020/2021, may be completed in the next academic year 2021/2022.
 9. Vocational training at first-cycle studies and studio and stage vocational trainings internships at second-cycle studies as well as pedagogical training within the Pedagogical Study, which due to the pandemic cannot be carried out by the student in the academic year 2020/2021, may be transferred to the next academic year.
 10. It is allowed to extend the period of study for the students who due to the pandemic were not able to successfully complete all courses of the curriculum at first- and second cycle studies (full-time and part-time). This also applies to the programmes conducted in English.
 11. The completion of the courses described in §2 items 8 and 9, transferred to the next academic year and the possible extension of the study period (§2 item 10) will be free of charge.

§ 3

The mode of conducting examinations, diploma exams and credits

1. The diploma examinations and the defense of theses in first and second cycle studies (full-time and part-time) take place at the University, without the participation of the public. Defenses of written assignments can be done online.
2. All exams and credits in hybrid courses are held in a full-time mode at the premises of the University under condition of social distance and an appropriate time interval, preventing contact of a larger group of people.
3. Examination committees conducting examinations at the University should consist of as few teachers as possible (in accordance with the rules applicable at the University, the presence of at least three teachers is required during the examination).
4. Exams and credits in the courses taught remotely are held online.

§ 4

The rules of using practice rooms at the premises of the University

1. Due to the introduction of the COVID-19 pandemic, the possibility of regular use of practice rooms at the University for all students is limited.
2. Students who attend full-time programmes, in accordance with the schedule developed for particular faculties, will be able to use the practice rooms at the University during its opening hours.
3. Students who, during the two-week period of remote work, have the indispensable need to use a practice room, are entitled to use it only between 6.30 - 9.30 a.m. and 6.00 - 9.30 p.m. having obtaining the prior consent of the appropriate Head of Department, Division, Laboratory or the Head of the Institute, unless there is any other separate unit in the structure of the University.
4. In order to obtain consent for practising in the Academy's buildings, an application should be sent (by an e-mail) to the Head of the appropriate unit (Department, Division, Laboratory or Institute)

with a request to designate the room, day and time. The application must be sent at least two days in advance. The consent obtained is valid for two weeks.

5. Applications will be considered subject to the availability of practice rooms.
6. Just one person is allowed to stay in the designated room. During the two-week period of remote work, it is not possible to rehearse chamber ensembles.
7. Having ended practising, one must leave the premises of the University immediately.
8. The use of practice rooms will be available to a group of students (max. 5 people) who are preparing for a concert, competition, diploma recital or other artistic event, in advance of two weeks before the planned date of the event. The consent for the practice at the University is given by the Rector's Proxy for student affairs, based on an application approved by the tutor.
9. The use of the practice rooms should comply with all safety rules specified in §1. Any failure to comply with the above recommendations will result in the withdrawal of consent to practise.
10. It is forbidden to disinfect instruments and equipment at the University by students with their own disinfection agents.
11. Having designated the allocated practice rooms, Heads of Departments, Divisions and Laboratories are obliged to provide information to the Head of the Administrative and Maintenance Department at the following e-mail address: andrzej.malinowski@amuz.lodz.pl

§ 5

Final provisions

1. In case of worsening of the epidemiological situation in the country, region or in Łódź, the Rector may order temporary or permanent education of students only in a remote mode.
2. By the end of October 2020, all teachers of the University should submit to the Human Resources Department a statement informing about the choice of the mode in which they will conduct the classes assigned to them in the first semester of the academic year 2020/2021 (the printout of the statement is attached).
3. The teacher is obliged to inform the students about the choice of the mode of conducting classes and inform of the ways of communicating.
4. The communication of teachers, students and administration departments should be made by means of official e-mail addresses valid at the University.
5. The above mentioned study rules at the Grazyna and Kiejstut Bacewicz University of Music in Lodz, which are in force during the first semester of the academic year 2020/2021, may also be applied in the second semester, depending on the pandemic situation in the country.

Attachments:

1. Schedule of classes in the hybrid mode for full-time students of the first and second-cycle programmes during the first semester of the academic year 2020/2021
2. Declaration of the choice of teaching mode (applies to academic teachers)
3. Statement of health (applies to academic teachers and students)

***Schedule of classes in the hybrid mode for the full time students of the first and second cycle studies
in the winter term of the academic year 2020/21***

<i>Dates</i>	<i>Faculty I</i>	<i>Faculty II</i>	<i>Faculty III</i>	<i>Faculty IV</i>
05-18.10.2020	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.
19.10-01.11.2020	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy
02.-15.11.2020	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.
16-29.11.2020	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy
30.11-13.12.2020	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.
14-22.12.2020	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy

04.-17.01.2021	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.
18-27.01.2021	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy	Remote classes (online), Possibility of practising in the Academy between 6.30 a.m. and 9.30 a.m. and 6 p.m. and 9.30 p.m.	Classes and the possibility of practising in the Academy

A statement of health and of risk awareness

Name and surname:

Phone number:

Email address:

Faculty:

I certify that I am aware of the risk of being infected with the COVID-19 virus while taking part in the classes organized by the Grazyna and Kiejstut Bacewicz University of Music in Lodz.

I certify that I have familiarized myself with the procedures of compliance of the epidemic safety rules in force at the University of Music and I agree to abide by them.

I declare that I will not make any claims against the University of Music in Lodz in the case of being infected by the COVID-19 virus on the premises of the Grazyna and Kiejstut Bacewicz University of Music in Lodz.

At the same time I certify that:

1. to my knowledge I am healthy and have no symptoms of being infected with the coronavirus
2. I am not in quarantine and I have not had contact with a person infected with the coronavirus
3. I take full legal responsibility for my health

In the case that I am placed under quarantine or other Covid-19 related measure I will immediately inform the Grazyna and Kiejstut Bacewicz University of Music in Lodz about it and I commit myself to not attending classes.

I take the full legal responsibility for not fulfilling this duty, in particular for the damages caused by the failure to fulfill my obligations suffered by the University or third parties.

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date and signature

We inform that in accordance with the Article 17 of the Act of the 20th March 2020 on specific solutions related to prevention, counteraction and eradication of COVID-19 and other infectious diseases and crisis situations caused by them (Journal of Laws of 2020 item 374), by following the guidelines for the organizers of cultural and entertainment events during the epidemic of SARS-CoV-2 virus in Poland, the Grazyna and Kiejstut Bacewicz University of Music in Lodz collects contact details from you such as your first name, surname and phone number in order to inform you about the possible contact with the infected person in the case that one of the participants is infected with SARS-CoV-2.

Statement¹

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First name and surname of the academic teacher

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Academic degree and title

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Faculty/Department/Division

Based on my teaching experience I certify that in term of the academic year 2020/2021 I will conduct the following courses:

1. online (name of the course; first cycle studies / second cycle studies; full time / part time studies)

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2. by using hybrid mode (name of the course; first cycle studies / second cycle studies; full time / part time studies)

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3. as face-to-face teaching (name of the course; first cycle studies / second cycle studies; full time / part time studies)

.....

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Date

.....

Signature

1. the statement should be attached to the timetable