

Rules of didactic activities at the G. and K. Bacewicz University of Music in Łódź during the second 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. Bacewicz 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 rulesThe 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 second 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 second semester of the academic year 2020/21, the activities of all artistic ensembles consisting of more than 5 people, are restored.
5. In accordance with the established calendar of artistic and scholarly events for the academic year 2020/2021, classes with artistic ensembles may perform with a maximum of 30 persons, but rehearsals with smaller ensembles are recommended.
6. In the case of conducting classes remotely, the leading 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, aural training, as well as for the movement and dance courses within the majors of: choreography and dance techniques, eurhythmics, 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 second 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 at second-cycle studies as well as pedagogical training within the Pedagogical Study, which due to the pandemic cannot be carried out by a 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). It is recommended that the committees consist of 2-3 people.
4. The Dean may also appoint a committee of 1 person, and in exceptional circumstances may increase the composition of the committee, up to a maximum of 5 persons.
5. 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 obtained 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.

§ 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 March 15, 2021, all scholarly-didactic and didactic employees 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 second semester of the academic year 2020/2021.
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 second semester of the academic year 2020/2021, may be subject to change 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 second semester of the academic year 2020/2021