

## **Order of the Dean of the Faculty of Humanities, No. 5/2020 of 30 September 2020, on the introduction of Regulations for on-line teaching at the Faculty of Humanities in the winter semester of the 2020/2021 academic year**

On the basis of the order of the Rector of the Catholic University of Lublin of September 4, 2020 on the organisation of education in the winter semester of the 2020/2021 academic year, the following Regulations regarding on-line teaching are to be introduced for classes carried out on-line.

### **Rules for on-line teaching at the Faculty of Humanities of the John Paul II Catholic University of Lublin**

#### **I. General regulations for the organisation of on-line classes**

1. On-line classes are to be held in real time according to the timetable which is available on the e-KUL platform.
2. Video classes take place after logging on to a separate platform by order of the University authorities.
3. Access to on-line classes is always granted to the Co-ordinator of Studies and the members of the Dean's College of the Faculty of Humanities.
4. Moodle or the MS Teams platform are used to post course content and to conduct tests.
5. The description of the MS Teams / Moodle course covers the number of meetings and hours as specified in the study program. The description of each class unit should include a consecutive number and date. The registration of the course on the MS Teams / Moodle platform is the documentation of the course.
6. The grades or test results are made available to Students via the Moodle Gradebook or in the form of individual feedback. The sharing of collective lists containing Students' album numbers is not permitted according to the provisions of the General Data Protection Regulations.
7. E-mail is a tool for communication only between Lecturers and Students. It should not be used for sending materials or teaching content.

#### **II. Regulations for participating in on-line classes**

1. The Student is obliged to ensure they have access to the equipment (e.g. computer or telephone with Internet access, a microphone, headphones and a camera) and software needed to hold video classes, as specified in the separate order of the KUL Authorities and resulting from the course requirements as presented by the Lecturer.
2. The Student's presence during on-line classes is obligatory.
3. During synchronous sessions, the Student must follow the Lecturer's instructions regarding turning the microphone on / off and the use of headphones for eliminating sounds from their immediate environment.
4. During synchronous sessions, the Student is required to turn on the camera\* and behave appropriately (according to the standards commonly recognised as being suitable for academic classes).

5. Each Student, after coding their classes and being assigned to a class group, and possessing an account in the domain student.kul.pl, is required to regularly follow the course content on the Moodle platform.
6. Written works are delivered to Lecturers in the form of attached text\* files. Both the name of the file and its content should include the name and surname of the author.
7. The recording of classes by Students (without the prior consent of the Lecturer) is not allowed.
8. The Student is obliged to keep their Lecturer informed of any technical difficulties regarding access to classes or of the temporary inability to participate in them due to medical problems (the presentation of a medical certificate is required; in this respect, the provisions of the Study Regulations of KUL apply).
9. E-mail messages to the Lecturers should be sent only from addresses in the student.kul.pl domain and include the name and surname of the Student, year and field of study. It not permitted to send blank messages with just an attachment, or untitled messages.
10. Students are required to regularly check their mailboxes in the domain student.kul.pl. Messages sent by a Lecturer to a Student's individual account is considered to have been delivered.

### **III. Regulations for the holding of seminars and consultations**

1. Consultations are held on-line in real time according to the timetable which is available on e-KUL. The Student initiates the session with the Lecturer via MS Teams.

\* Unless the Lecturer decides otherwise.