

## **Recommendations to AMU faculty members, PhD Candidates and students**

### **Ladies and Gentlemen, members of the Adam Mickiewicz University academic community!**

Following the Rector Ordinance no. 433/2019/2020 of March 19, 2020 **pursuant to guidelines concerning the organization of teaching at Adam Mickiewicz University, Poznan at the time of the threat of COVID-19 infection**

– let me share with you the following information on the re-organizing of the teaching process into e-learning, some answers to frequently asked questions and certain selected solutions:

- The introduction of remote learning and participation in online classes is a current necessity and seems the best way forward
- We encourage all Teachers to offer their classes by means of e-learning, where possible, keeping in mind the specificity of a given class, available infrastructure at their current place of residence and proven experience
- Decisions to offer remote learning rests ultimately with the academic teachers
- Our aim is to offer online teaching standards of the highest quality
- Classes not completed entirely online shall be completed after the University re-opens, in a traditional way
- AMU students (including PhD candidates) are asked to formally declare their participation in particular online classes bearing in mind their individual access to necessary IT tools within a deadline given by their teachers
- If a student cannot comply with technical requirements of an online course and it is nevertheless offered, then he/she may consult the teacher about the individual way to fulfill course requirements
- If a class cannot be offered in an online mode, then students will be completing it in a traditional way as soon as the University re-opens
- Teachers choose whether or not to launch an online class based on students declarations and provide students with feedback as soon as possible
- Rector's ordinance no.433/2019/2020 shall be sent by e-mail to all AMU students and PhD candidates

### **Note to Academic Teachers**

- When taking a decision about launching an online class/course, you should consider: course specificity and adaptability to e-learning, current technical possibilities and personal skills in providing online teaching
- you may inform your respective Deans by email or otherwise online, of your decisions
- you will inform your students about e-learning opportunities by USOS or by email
- Students are obliged to declare their readiness and willingness to take part in so-defined e-learning opportunities or lack thereof, within a specific deadline administered by you
- Feedback from students should be given also by USOS or by email.

- Teachers collect all students declarations and decide upon launching a class (or not).
- Online classes need to be registered by the Dean's offices as stipulated in the appendix to the Rectors Ordinance 433/2019/2020 of March 19, 2020.
- All class registration forms need to be submitted to the Dean's office no later than upon completion of the online course or upon the resumption of classes in a traditional way.

**Important note: „teachers” are also PhD candidates acting as Teaching Assistants and „students” include all PhD candidates attending classes conducted by faculty members**

**Template of an academic teacher's declaration to launch a class online (sent to students):**

Based on the Rectors Ordinance 433/2019/2020 and due to the suspension of regular classes caused by the threat of the SARS-COV-2COVID-19, I hereby inform that upon the approval of the Faculty of ..... Dean, I am ready to offer to conduct a course entitled....., offered in Polish/English, for..... (*mode of studies, year of studies, program of studies, i.e. AMU-PIE*), by means of e-learning .

My class will require the use of ..... (*name of the suggested online tool*).

Please send your **declared participation statements** or statements renouncing the opportunity to take part in the online classes to: ..... (*teacher's email address*) by ..... (*specify deadline, i.e. March 25th*)

**Template of a Student declaration taking part in the online classes:**

I, ..... (*first name/last name*), student from ..... (*country of origin*), enrolled at AMU and in:

- full BA/MA program ...../.....(*faculty/year*)
- bilateral exchange with .....(*home university name*)
- Erasmus+..... (*home university name*)
- other, specify:.....

declare that I am both willing and able to take part in the online course ..... (*name of the course*) with the use of ..... (*name of the online tool*), as suggested by the Teacher.....(*full name of the Teacher*).

**Template of Student declaration renouncing the opportunity to take part in the online classes:**

I, ..... (*first name/last name*), student from ..... (*country of origin*), enrolled at AMU and in:

- full BA/MA program ...../.....(*faculty/year*)
- bilateral exchange with .....(*home university name*)
- Erasmus+..... (*home university name*)

d) other, specify:.....  
declare that I **am unable** to take part in the online course .....  
.....(*name of the course*) with the use of ..... (*name of the  
online tool*), as suggested by the Teacher.....(*full name of the Teacher*).

Note to Students:

- All students are required to declare their readiness and willingness to take part in the suggested e-learning solutions within a given deadline
- All students are expected to actively participate in the online classes
- If a student is unable to comply with technical requirements of the online course and the course is launched for a group, then he/she may consult the teacher about the individual way to fulfill course requirements
- If a class cannot be offered online, then students will be completing it in a traditional way as soon as classes resume at the University

#### **Answers to some of the most frequently asked questions:**

- participation in classes labelled as “lectures” remains optional
- Participation in classes other than lectures remains in accordance with the syllabi presented by Teachers

Approval of the online classes is given by the Faculty Deans and can relate to:

- All courses within a given major field of study / year of study
- Individual courses

Faculty Deans can decide on all the elements that need to be submitted by teachers in order to get an approval for an online class.

Faculty Deans approve the timing of classes which are supposed to be conducted in real-time. It is recommended that classes be streamed (lectures or consultations by MS Teams) and offered in time-slots parallel to particular semester timetables, previously planned.

The choice of e-learning tools used for the online classes rests with Teachers.

In cases when a Teacher does not offer a remote learning class, his decision is final and requires no further explanation.

All classes need to be completed within a deadline administered by Teachers. Extra time beyond officially recognized hours, will not be allocated. The number of classes from the point of view of the teachers remains the same.

**Important Note: „Deans” in the above mentioned cases can also be respective supervisors of University centers, doctoral schools, research units or PhD studies.**

Please address any further questions to your respective vice-deans for education and student affairs or other supervisors responsible for particular fields of your activity.

**With regards,**

**Beata Mikołajczyk**

**Adam Mickiewicz University Vice Rector**