

**Ordinance No. 8**  
**of the Rector of Poznan University of Technology**  
**of 16 February 2022**  
**(RO/II/8/2022)**

**on the organization of the functioning of Poznan University of Technology in the summer semester**  
**of the academic year 2021/22**

Acting pursuant to Article 23, paragraph 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) and Article 207 § 2 of the Labour Code, in connection with the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws, item 374) and § 13a of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661) **it is ordered** as follows:

§ 1

In the summer semester of the academic year 2021/2022, the following organization of the functioning of Poznan University of Technology (PUT) shall be introduced, taking into account the principles of preventing and counteracting the spread of the SARS-CoV-2 virus among members of the community:

1. A remote form of lectures for groups larger than 30 people shall be allowed, following the decision issued by the dean/director of the Doctoral School. The remaining forms of classes for full-time and part-time studies, postgraduate studies, courses and training sessions shall be run in direct contact with teachers (on-site form).
2. Course completion assessment, examinations and diploma examinations should be held in an on-site form. A remote form shall be allowed in particularly justified cases. It shall be conducted in accordance with Ordinance No. 29 of 29 May 2020 *on the principles related to semester completion assessment and examinations using electronic means of communication*.
3. It is suggested that procedures for conferring doctoral and postdoctoral degrees be conducted in an on-site form. In justified cases a remote or hybrid form shall be allowed, following the decision issued by the dean.
4. The organization, excluding an online form, of any conferences and events by the University and on its premises shall be restricted in accordance with the currently applicable Regulation of the Council of Ministers on the establishment of specific restrictions, orders and bans connected with the state of epidemic.
5. Business trips and delegations abroad shall be possible in justified cases, after obtaining the prior consent issued by the dean of the faculty/vice-rector/chancellor and after meeting entry requirements of the host country. Permission to go a business trip shall not be issued (or shall be revoked) in the case of travelling to a country upon returning from which travellers will be obliged to undergo a mandatory quarantine. Travellers leaving the country shall be obliged to constantly monitor the current restrictions related to entering and staying in the country they are going to (any changes to already approved departures should be reported to the International Business Travel Section).
6. Arrivals at PUT of employees from abroad shall be possible in justified cases, after obtaining the prior consent of the dean of the faculty /vice-rector/chancellor and after meeting the applicable entry requirements in the Republic of Poland.
7. There shall not be any additional restrictions:
  - a) for internships and practical profile classes;
  - b) for domestic business trips and delegations;
  - c) for student exchanges;
  - d) for research and implementation activities.

§ 2

1. The eKursy platform shall be an obligatory tool in which academic teachers conducting classes determine the structure and form of classes, the rules of obtaining credits and provide auxiliary materials, regardless

- of the form in which classes are run.
2. Classes in a remote form shall be conducted using the tools available on the university platform <https://elearning.put.poznan.pl/>.
  3. Conducting remote classes should take place with the use of university infrastructure, which ensures good quality of Internet transmission and appropriate technical support. Remote and on-site classes shall be conducted in real time according to the class schedule. Staff duty hours, course completion assessment and examinations shall be conducted in the same manner as classes.

### § 3

1. Persons remaining in shared places and space of the University shall be required to comply with all the applicable safety requirements and observe all the current recommendations and guidelines in force at the University regarding the prevention and counteracting the spread of the SARS-CoV-2 virus.
2. All persons entering the University premises shall declare that, to the best of their knowledge, they do not show symptoms characteristic of being infected with the SARS-CoV-2 virus. In particular, they are not feverish, have no difficulty breathing, do not cough, are not short of breath, have not experienced a loss of smell and taste, have not had close contact with an infected or isolated person, and have not been subjected to isolation, quarantine, epidemiological surveillance or any other sanitary procedure in connection with the epidemiological threat related to SARS-CoV-2 in the last 7 days counting from the next day after a close contact or sanitary restrictions imposed by an authorized body.
3. All persons entering the University buildings shall be required to disinfect their hands using the provided hand-sanitizer dispensers.
4. The rules and method of disinfecting rooms and surfaces touched by many persons in Poznan University of Technology buildings shall be determined by the chancellor.

### § 4

1. The University has established the Emergency Team, chaired by the Vice-Rector for Student Affairs and Education, PUT Professor Agnieszka Misztal, Ph.D., D.Sc
2. The Emergency Team provides the necessary and up-to-date information (e-mail: [koronawirus@put.poznan.pl](mailto:koronawirus@put.poznan.pl); website: <https://www.put.poznan.pl/pl/aktualnosc/koronawirus-aktualnosci>).
3. Each member of the PUT academic community (employee, PhD student, first- and second-cycle student, postgraduate student) shall be obliged to immediately inform the University of being sick with the SARS-CoV-2 virus, suspected disease or being quarantined by sending an e-mail to the following address: [covid19@put.poznan.pl](mailto:covid19@put.poznan.pl). Employees shall additionally be obliged to inform of the above facts the head of a particular unit and the head of the Human Resources Office.
4. In the event of a risk of being infected with the SARS-CoV-2 virus, the guidelines are provided by the Emergency Team: 24/7 phone No. 601 561 506, e-mail: [covid19@put.poznan.pl](mailto:covid19@put.poznan.pl).

### § 5

In individual situations, departures from the above rules shall be allowed, with the consent of the Rector, after the opinion issued by the Head of the Emergency Team, on the basis of an application sent to the following e-mail address: [koronawirus@put.poznan.pl](mailto:koronawirus@put.poznan.pl).

### § 6

The ordinance shall come into force on the date of signing with effect from 28 February 2022.

Rector  
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.