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## Rules for the organisation of classes at Collegium Da Vinci

### in the academic year 2020/2021

(Information for students)

1. Classes in the case of diploma studies in the academic year 2020/2021 will be held according to the hybrid formula, i.e. partly in a fixed location (the CDV building), and partly using distance learning methods, based on the timetable drawn up for each major.
2. Online classes are marked as "online" under the timetable tag on the Virtual University platform and in the CDV application; they also contain a link to the video connection in the Google Meet application. In the case of classes held in the CDV building, the timetable on the Virtual University platform and in the CDV application includes the room number. Because the situation related to the development of the pandemic changes dynamically, monitor your timetable on a current basis.
3. Classes will be held in the building based on strictly specified rules included in the Rector's Order No. 44/2020 dated 15 September 2020.
4. Foreign language classes in the winter semester will be held online exclusively. The Profilingua coordinator will send the necessary information before the start of the classes.
5. First-year students, for whom the completion of the physical education course is mandatory, are entitled to participate in online classes in the form of an e-learning course on the Moodle platform. The information about the way in which it will be possible to get credit for this course will be provided by the teacher. Detailed rules for physical education classes taking place in the building are specified in the attachment to this document.
6. Students who are not able to participate in classes due to their health condition, who are classified into the group of increased risk or live with such people at the common place of residence, may apply for the Individual Course of Studies according to the simplified procedure. Those persons will complete the programme based on materials shared by lecturers on the Moodle platform.
7. All teachers who conduct the classes (both in the University building and online) are required to prepare and publish materials on the Moodle platform to allow students to study on their own. This refers also to the students who pursue studies according to the Individual Course of Studies. These materials include, but are not limited to presentations, excerpts from handbooks and scientific articles, video materials, podcasts, assignments, tutorials, case study descriptions, etc. which allow the learning outcomes to be implemented within the framework of the course.
8. The volume of the materials for students who pursue studies within the framework of the Individual Course of Studies should be such that the amount of their own work is similar to the planned number of hours of a given course. Students whose study programme is organised within the framework of the Individual Course of Studies are also obliged to study systematically and independently on the basis of materials published by the lecturers on Moodle and to agree with the lecturer on the manner and date of obtaining a credit.

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9. Materials made available to the students should be published on the Moodle platform. During winter semester 2020/2021, it will not be possible to share them through the “Materials” tag on the Virtual University platform.
10. Students sign up for courses on the Moodle platform independently at the invitation of the teacher (as has been the case so far).
11. In the event of an absence from individual classes conducted in classrooms, for reasons related to COVID-19, the participant may ask the teacher to share the materials and possibly indicate the way to make up for these classes.
12. To conduct online classes, CDV recommends the use of Google Meet (<https://apps.google.com/meet/>) via the university account. If the lecturer comes to a conclusion that in order to conduct the online classes effectively, it is necessary to use a different specialist communication tool, the lecturer has the right to use it. The university, however, does not provide full technical support in this respect (i.e. the same as in the case of Google Meet). Each time, the lecturer should notify the students in advance of the choice of a tool other than Google Meet.
13. As far as technically possible, student webcams during the online classes should be turned on (this is mandatory at the request of the teacher). If this is not possible, the consent of the teacher is required at all times.
14. The University will monitor the quality of the conducted classes, among other things, through lesson observations – as part of both planned and intervention activities - random telephone interviews conducted among students and questionnaires completed by the respective year representatives. In addition to this, the quality of the materials published on the Moodle platform will be subject to monitoring (including the effects of work of the students in the Repository). After completing each course, the students will have an opportunity to evaluate the classes and the teachers/lecturers using a questionnaire (based on the currently existing rules)
15. All inquiries, conclusions, remarks regarding e-learning and the functioning of the Moodle platform must be sent to > [e-learning@cdv.pl](mailto:e-learning@cdv.pl)
16. Both students and lecturers will be offered introductory courses, video tutorials and the possibility of constant contact with the technical support team.
17. The students who refuse to observe the rules specified in Rector’s Order No. 44/2020 dated 15 September 2020 may be asked by the lecturer to leave the room.
- In the case of persistent violation of the rules of organisation of classes specified in the Order, the lecturer may report the case to the Disciplinary Committee.
18. All class participants should be instructed by academic teachers not to come to the classes, if there are any symptoms that give rise to concern. In such a case they should rather stay at home and contact the sanitary-epidemiological station by phone.

Detailed training materials and tutorials including those related to the standard for conducting online classes, will be sent to you on a regular basis via e-mail and published on the Moodle platform.

## Appendix 1

Instructions for the organisation of physical education classes for the students of Collegium Da Vinci in Poznan

1. From 1 October 2020, only persons who participate in physical education classes will be able to enter the Sports Centre. All persons entering and leaving the facility are obliged to disinfect their hands.
2. Within the common areas of the Sports Centre, i.e. in the corridors and dressing rooms, it is mandatory to wear protective masks.
3. If possible, students should arrive in the Sports Centre right before the scheduled time of their classes, heading to the changing room immediately.
4. In the gym and the fitness room, disinfect the sports equipment before use.
5. After the classes, the students are obliged to maintain social distancing in the corridors and changing rooms and to wash their hands before and after the classes.
6. Respective student groups, as far as this is organisationally possible, will enter in the changing room alternately.
7. During the physical education classes, keep the distance of minimum 1.5 metres through the appropriate organisation and selection of exercises.
8. Only a limited number of students is allowed to be present in the gym and fitness room - 1 person per 10 m<sup>2</sup>, which gives maximum 16 people in each room in the case of the CDV Sports Centre.
9. First-year students, for whom the completion of the physical education course is mandatory, are entitled to complete the course online. The information about the way in which it will be possible to get credit for this course will be provided by the teacher.