

RECTOR
OF SGH WARSAW SCHOOL OF ECONOMICS
in Warsaw, Poland
ADOIL.021.258.2020

RECTOR'S ORDER

No. 69

of 31 July 2020

on the organisation of classes at full-time and part-time first and second cycle study programmes, doctoral studies, post-graduate studies and the SGH Doctoral School in the winter semester of the 2020/2021 academic year at the SGH Warsaw School of Economics

Pursuant to Art. 23(1) and in relation to Art. 67(4) of the Law on Higher Education and Science of 20 July 2018 (Polish Journal of Laws [Dz.U.] of 2020, No. item 85, 374, 374, 695 and 1086), it is hereby ordered as follows:

§ 1.

The principles of organisation of classes at full-time and part-time first and second cycle study programmes, doctoral studies, post-graduate studies and the SGH Doctoral School in the winter semester of the 2020/2021 academic year are hereby determined.

§ 2.

1. Didactic classes with students, Ph.D. students and post-graduate students are carried out in the form of distance learning.
2. During the first class in the 2020/2021 academic year (winter semester), the academic tutor presents the principles of crediting the semester work of students and Ph.D. students and the mode of assessing the learning outcomes in two variants:

- 1) if there is a possibility of organising an examination in person during the examination session or in case there is
 - 2) no such possibility.
3. The Rector's order on the organisation of winter examination session, depending on the evaluation of the state of epidemic threat in the country, is going to be announced on 31 December 2020.
 4. Should there be no possibility of organising examinations in person, the academic tutors shall be allowed to prepare individual form and content of examination, without the requirement of ensuring standardisation for verifying the teaching outcomes as part of core and specialisation subjects.
 5. The academic tutors shall be allowed to change the basic and the required reading specified in the syllabuses of the courses taught by them within a scope indispensable for carrying out classes in the form of distance learning and in such situation, the tutors shall be required to inform the students about such changes during the first class.
 6. Classes in the form of distance learning shall be carried out in line with the study schedule adopted as part of the teaching programme, with the use of tools provided by the School.
 7. For the purpose of carrying out lectures, students and Ph.D. students are allowed to receive previously prepared proprietary recordings, with simultaneous organisation of supplementary classes in real time, on dates of meetings included in the study schedule.
 8. Office hours for students and Ph.D. students shall be held by academic tutors in a remote form, once a week and shall last one hour.
 9. Subjects marked in the SGH didactic offer as e-learning are carried out on the e-sgh.pl platform.
 10. The School offers computer hardware or access to properly equipped didactic rooms to the employees, allowing for the organisation of classes in the form of distance learning. Requests in this respect are to be sent to the following address: helpdesk@sgh.waw.pl.
 11. The School may also lend computer hardware that allows for participation in classes in the form of distance learning to students and Ph.D. students. Requests in this respect are to be sent to the following address: helpdesk@sgh.waw.pl.

Requests are processed successively, students and Ph.D. students who were granted social scholarship have priority.

12. Tutors who conduct classes covered by the obligatory teaching hours (*pensum*) present a written report about the classes to the immediate superior by 19 February 2021. The report is prepared in the form of an electronic record, in the sprawozdania.sgh.waw.pl system, the template of which is presented in a schedule hereto. Classes are added to the *pensum* after the report was accepted by the immediate superior in a mode equivalent to the holding of classes in a mode specified in the study programme.
13. The mode of organisation of classes in the form of distance learning for students of post-graduate studies shall be determined by the head of a given study.

§ 3.

This order enters into force as of the day of its signing.

RECTOR

Professor Marek Rocki

/signed with qualified
electronic signature/