

RECTOR  
of the SGH WARSAW SCHOOL OF ECONOMICS  
in Warsaw  
ABR01.021.1.2021

## RECTOR'S ORDER

### NO. 6

of 2 February 2021

regarding the principles of organisation of classes at full-time and part-time first and second cycle degree studies, doctoral studies, within the framework of education at the Doctoral School and at post-graduate studies in the summer semester and the terms and conditions, mode and manner of conducting the summer exam session in the academic year 2020/2021 for students and doctoral students at the SGH Warsaw School of Economics

Pursuant to Article 23 par. 1, in conjunction with Article 67 par. 4 and Article 76a par. 1 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2020, items 85, 374, 695, 875 and 1086), it is hereby ordered as follows:

#### § 1

The following is determined:

- 1) the principles of organisation of classes at full-time and part-time first and second cycle degree studies, doctoral studies, within the framework of education at the Doctoral School and at post-graduate studies in the summer semester in the academic year 2020/2021 at the SGH Warsaw School of Economics, and
- 2) the terms and conditions, mode and manner of conducting the summer exam session in the academic year 2020/2021 for students and doctoral students.

## § 2

Organisation of classes at full-time and part-time first and second cycle degree studies, doctoral studies, within the framework of education at the Doctoral School and at post-graduate studies

1. Classes with students and doctoral students are conducted in a form of a distance education.
2. During first classes the lecturer presents the principles of settling the student's or doctoral student's work in the semester and the manner of verifying learning effects.
3. Academic teachers are allowed to prepare individual forms and contents of examination without the requirement to ensure standardisation of verifying learning effects within the general and major-related subjects.
4. Academic teachers are allowed to change the basic and obligatory literature specified in the curricula of conducted subjects in the scope necessary to conduct classes in a form of distance education and in such a situation the lecturer is obliged to inform students of this change during first classes.
5. Classes in the form of distance education are conducted in compliance with the schedule of studies adopted in the curriculum, in real time, via tools provided for by the University.
6. For the purposes of conducting lectures, it is allowed to share with students and doctoral students previously prepared author's recordings with a simultaneous organisation of supplementary classes in real time, on dates of meetings specified in the schedule of studies.
7. Consultation duty hours for students and doctoral students are offered by academic teachers in a distance form, once a week and they last one hour.
8. Subjects marked in the teaching offer of the SGH Warsaw School of Economics for realisation in the form of e-learning are conducted on the e-sgh.pl platform.
9. The University provides employees with computer equipment or access to properly equipped teaching rooms thus, allowing conducting classes in a form of distance education. Requests in this scope should be sent to the address: [helpdesk@sgh.waw.pl](mailto:helpdesk@sgh.waw.pl).
10. The University can provide students and doctoral students with computer equipment allowing participation in classes in a form of distance education. Requests in this scope should be sent to the address: [helpdesk@sgh.waw.pl](mailto:helpdesk@sgh.waw.pl).

Requests are carried out consecutively, with priority given to students and doctoral students awarded the need-based grants.

11. In the case of conducting remote classes, in a synchronous mode, with audio-video broadcast, the lecturer has the right to expect the student to participate in classes with the camera turned on, presenting his or her image. The student's surroundings can be masked with the use of background setting.
12. In the case of conducting remote classes, in a synchronous mode, with audio-video broadcast, the lecturer conducts classes with the camera turned on, presenting his or her image. The lecturer's surroundings can be masked with the use of background setting.
13. Without the lecturer's and classes participants' consent the student does not have the right to record the course of classes and distribute recordings.
14. Furthermore, without the lecturer's consent the student does not have the right to use his or her image and voice from the audio-video broadcast during remote classes and without other students' consent – also their images and voices.
15. The lecturer has the right to record the course of classes and disseminate it upon the consent of all students participating therein.
16. Without the students' consent the lecturer does not have the right to use their image and voice from the audio-video broadcast during remote classes.
17. The lecturer conducting classes included in the teaching load submits to the direct superior a written report on the execution thereof until 30 September 2021. The report is drawn up in pensum.sgh.waw.pl system, in an electronic form of a timesheet, the template of which is provided in appendix no. 1 hereto. Classes are included in the teaching load upon approval of the report by the direct superior, or in a manner equivalent to conducting such classes in the mode specified in the curriculum.
18. The manner of classes' organisation in the form of distance education for post-graduate students is specified by the manager of given studies, upon the consent of the Vice-Rector for Development in the case of conducting classes in an intramural form.
19. The consent of the Vice-Rector referred to in par. 18 is granted upon the request of the manager of post-graduate studies.

20. While examining the request referred to in subpar. 19, the Vice-Rector takes into consideration the epidemiological situation of the country and the special character of classes at post-graduate studies.

### § 3

The terms and conditions, mode and manner of conducting the summer exam session in the academic year 2020/2021 for students and doctoral students

1. The exam session of the summer semester of the academic year 2020/2021 is conducted with the use of electronic communication means without direct contact of the person taking the exam with the examining teacher.
2. Verification of achieved learning effects specified in the curriculum, that is, exams and tests, is conducted with the use of electronic communication means ensuring control over the process by the examining teacher.
3. The selection of the form of verification of achieved learning effects by the examining teacher should ensure reliability of the assessment of knowledge and skills acquired in the education process.
4. Recommended forms of verification of achieved learning effects include:
  - 1) oral form via audio-visual communication in real time and/or
  - 2) written forms consisting in assessment of works prepared by students, that is, essays, papers, answers to open questions, projects and so-called open book exams.
5. Admissible forms of verification of achieved learning effects include automated tests' forms prepared in a manner ensuring independence of the examined person's work.
6. The tool used to organise exams in the oral form is the application Microsoft Teams, enabling audio-video connection.
7. The examining teacher draws up a report, the template of which is provided in appendix no. 2 to the order, from the exam conducted in the oral form.
8. Tools used for organisation of exams in a written form based on the assessment of works prepared by students, that is, essays, papers, answers to open questions, projects, include:
  - 1) Niezbędnik e-sgh;
  - 2) Tasks and Forms in MS Teams (in compliance with the Microsoft Teams manual);
  - 3) business account on the SGH Cloud with the use of an email;
  - 4) anti-plagiarism software (<https://asap.sgh.waw.pl>).

9. The tool used for the organisation of exams in the form of the so-called open book exams is the application Microsoft Teams allowing audio-video connection with tools available in the application – Tasks and Forms.
10. The tool used to conduct exams in automated test forms is Niezbędnik e-sgh with the use of open-ended questions and single- and multiple-choice questions, varying rating system for defined groups of questions depending on their complexity, difficulty or thematic area, drawing questions from the pool ensuring low repeatability, time limit to tick an answer to each question or a full set of questions making up the exam. An alternative application is given by a test in the MS Forms application.
11. In the case of subjects conducted on the e-sgh.pl platform, verification of obtained learning effects with the use of this system's tools is allowed.
12. In the case of the organisation of the exam with the use of the audio-video connection, the lecturer has the right to expect the student to participate in the exam with his or her camera turned on, presenting his or her image. In order to respect privacy, the student's surroundings can be masked with the use of the background setting.
13. In the case of organising an exam with the use of the audio-video connection, the registration (recording) function is not used. Registration of students' images during oral exams, as well as other forms of exams/tests is not allowed.
14. The academic teacher is obliged to archive in the SGH Warsaw School of Economics' network resources the course of the verification of achieved learning effects for a period of 18 months as of ending the semester. Archiving concerns written papers and solutions of test tasks of assessed students and doctoral students, as well as reports from oral exams.

#### § 4

The order enters into force on the day of signing.

RECTOR

SGH Warsaw School of Economics

Professor Piotr Wachowiak, PhD

*/signed with a qualified electronic signature/*