



POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

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Order of the Rector of Polish-Japanese Academy of Information Technology of 27 September 2021

concerning the organization of studies in the academic year 2021/2022

On the basis of § 21 section 1 of the Statute of Polish-Japanese Academy of Information Technology (PJAiT) the following has been decided:

General provisions

§ 1

The Order lays out the principles for organising education in the academic year 2021/2022 on the 1st and 2nd cycle studies.

§ 2

Studies at PJAiT are offered in the hybrid mode, i.e. stationary and remotely (except for the internet-based studies which are entirely taught using the methods and techniques of distance education on the Edux e-learning platform).

Teaching

§ 3

1. Didactic activities are run in the hybrid mode.
2. On the 1st cycle studies selected courses will be held remotely, especially selected lectures, courses and trainings.
3. Remote education is offered when using this mode makes it possible to ensure the same educational outcomes as in the case of the stationary mode and the formula applied guarantees achieving equivalent or better quality than in the stationary mode.

§ 4

1. The list of courses mentioned in the previous paragraph will be published by 30 September 2021.
2. It is possible to modify the timetable in order to better adjust it to the hybrid study mode upon consultation with the dean of the respective faculty.

Assessment of educational outcomes

§ 5



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1. Assessment of educational outcomes will be done in the stationary manner (with both the teacher/instructor and participants physically present).
2. In justified cases, especially in the case of oral assessment, it is possible to perform remote assessment if the formula for assessment ensures that unethical behaviours which might compromise fair grading can be prevented. Art. 67 section 4 and art. 76a of act of 20 July 2018 concerning higher education and science apply.
3. Every effort should be made to observe the need to inform remote education participants on matters and rights pertaining to the processing of personal data, including the visual data (Act of European Parliament and the Council of Europe number 2016/679 of 27 April 2016 concerning the protection of physical persons in connection with processing of personal data and the transfer of data as well as the lifting of 95/48/WE directive – general directive on protection of data, known as RODO).
4. It is recommended to continuously monitor the progress of courses and the methods of assessment of educational outcomes.
5. Students and doctoral students should be provided with the platform for voicing opinions regarding the quality of teaching and the support system. On the basis of the opinions gathered, changes should be proposed in order to improve the teaching and learning process and the system for the support of students and doctoral students to solve their problems.
6. In cases of oral assessment, it is recommended that the examiners make audio-video recordings, including the verification of the student's identity. The recording must identify the needed personal data of the student, subject, year, study major, and cycle of studies.
7. When verifying the attendance and students' activity teachers should exercise adequate measures involving minimal processing of personal data. For example it is prohibited to collect biometric data, including the use of face recognition tools.
8. Processing personal data online, including image and voice, generates the risk of unauthorized recording of the classes, tests and exams by the participants. It is a risk which cannot be totally eliminated therefore the following measures are recommended:
 - 1) Using only the software provided by PJAiT,
 - 2) Configuring online transmission according to guidelines provided by PJATK,
 - 3) Allowing access to online processes only for people whose identity may be verified,
 - 4) Not disseminating links to classes, tests and exams to unauthorized parties,
 - 5) Informing the participants about the registration of online assessment, making them aware that the storing and disseminating of the recordings may constitute a violation of personal data security, and may breach the rules of civil and criminal law.
 - 6) Storing recording only for the period necessary to achieve the purpose,
 - 7) Storing data in the encrypted form,
 - 8) Reporting all doubts and suspicions of security of personal data to the Data Protection Inspector (Inspektor Ochrony Danych, iod@pjawst.edu.pl).
9. Access to recording of online tests and exams must be limited only to persons who should have this access based on their function and responsibilities.

10. Participants of recorded sessions have the right to access the recorded material. As a rule, access should be limited to viewing and prevent copying. Access should be granted based on the following principles:
 - 1) a written request (online request possible),
 - 2) access limited only to actual participants recorded.
11. All problems regarding the execution of the right to access recordings should be consulted with the Data Protection Inspector (IOD).
12. It is prohibited to give access to recordings to more persons than necessary, and to make the recordings available via links allowing access to anybody in their possession.
13. Principles pertaining to verification of learning outcomes must be published by the Academy on its BIP page.

Internships

§ 6

1. Decisions regarding the approval of the effects of work placement and ways of achieving the missing outcomes are taken by the Rector's Plenipotentiary for Student Internships.
2. It is recommended that documents related to internships be collected without direct contact. Internship can be approved as completed on the basis of cards submitted electronically.
3. It is possible to shorten the internship or organise an alternative method of achieving similar learning outcomes, e.g. by doing project work, lab (simulation) or class-based practice – all remotely.
4. If an internship supervisor acknowledges that the learning outcomes have been achieved, the internship may be considered as completed.
5. An internship can be postponed to a later time, even the following year, as long as this does not disrupt the education process.

§ 7

1. Diploma exams are held in the stationary mode
2. The head of the unit might decide on the request of the supervisor to have the diploma exam online, bearing in mind § 17 of the present order.
3. Dates of thesis/diploma project submission should be adjusted to the current situation concerning health and safety.
4. Diploma exam in the traditional form should be held observing the necessary sanitary measures. The exam room should be of a good size allowing the participants to keep social distance. Participants should have their mouth and nose covered. After the exam the room needs to be aired and disinfected. Students should have own stationery. If markers or other implements are used, they must be disinfected. It is recommended that typical follow-up elements, such as flower presentation are omitted.



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Office hours of teaching staff

§ 8

1. Consultations and office hours should be provided on the PJAiT premises.
2. In justified cases these might be done online.
3. Academic teachers hold their office hours at times published on the PJAiT website. If that is not possible consultation is provided following arrangement by e-mail.

Lecture halls, classrooms

§ 9

1. Gathering of students in the corridors should be minimised – rooms need to be opened by the administrator or a person designated in order for everybody to enter comfortably.
2. Classrooms should be regularly aired during the breaks. Breaks should be long enough to ensure optimal exchange of air.

Students and doctoral students

§ 10

It is recommended to work closely with the Students' Council of the Academy and the Council of Doctoral Students as these bodies represent the opinions and interests of students and doctoral students both inside and outside of PJAiT. Engaging their representatives in the operation of the Academy and involving them in the process of decision making might provide the authorities of PJAiT with invaluable support and will improve communication of the solutions which are to be implemented.

Covering mouth and nose

§ 11

1. Participants in tutorials, labs, exams and tests done stationary are recommended to cover their mouth and nose using a mask, with the exception of teachers.
2. It might be necessary to show the face in order to verify a person's identity.
3. Teachers and instructors are not obliged to have their mouth and nose covered.

Class participants on quarantine or sick leave

§ 12

If a student cannot participate in educational activities due to quarantine or isolation, the absence is justified. A suitable medical document should be submitted promptly via e-mail to the Students' Office (Dziekanat).



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Organization of remote education in justified cases

§ 13

A course can be provided in the stationary or remote mode.

Coordinator of studies, exams and assessment

§ 14

If a given didactic unit decides to have remote lectures or classes, its head needs to appoint a special coordinator to supervise activities on MS Teams.

Remote education

§ 15

1. Decisions to offer courses partially or entirely remotely are taken by the Rector.
2. Organisation of remote education is regulated by provisions § 12 – 13a of the order of The Minister of Science and Higher Education of 27 September, 2018.
3. The unit organising the process of providing remote education using the methods, techniques and tools of distance education in the Distance Education Centre (Centrum Kształcenia na Odległość).
4. Guideline for remote education provided by institutions of higher education are outlined in Recommendations of the Ministry of Science and Higher Education concerning the provision of education using the methods and techniques of distance education, available at <https://www.gov.pl/web/nauka/ksztalcenie-zdalne-na-uczelniach>.

§ 16

1. Academic teachers are obliged to prepare materials which can be used in the remote setting and which follow the best practices in distance education.
2. Students and doctoral students are obliged to participate in all classes envisaged in their curriculum, including those provided remotely.
3. Heads of relevant academic units are responsible for the supervision of the didactic process in the remote mode.

§ 17

1. Heads of organisational units supervise the provision of remote education.
2. Teaching staff:
 - 1) Upon request from the PJAiT authorities and/or immediate supervisors provide information regarding the planned, currently taught or completed courses offered remotely;
 - 2) Report problems connected with teaching courses remotely.



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§ 18

Didactic activities in the remote mode are run in the time slots envisaged in the timetable published on <https://planzajec.pjwstk.edu.pl/>.

Temporary remote classes for stationary courses

§ 19

Courses which are planned for the stationary mode can be temporarily taught remotely following the decision of the Rector upon a justified request of the head of a given unit. If that is the case, course participants must be informed as soon as possible.

Rules and regulations concerning performing of work duties

§ 20

1. Performing of work duties on the PJAiT premises should be done observing the preventive sanitary measures commensurate with the current epidemic situation.
2. Work duties may be performed remotely if their nature allows for that. This excludes the persons whose duties involve ensuring health and safety of others or the continuity of PJAiT's operation.
3. Remote work means that an employee performs his or her duties away from the regular workplace and passes the results to the immediate supervisor in the manner agreed with the head of a given unit.
4. The head of a unit is obligated to maintain contact with subordinates and to monitor the results of their work.
5. Shift work is possible if the continuity of operation of a given unit is maintained.
6. Decisions regarding the organisation of a given unit are taken by the head of this unit, taking into considerations the provisions in section 1 and the need to ensure the continuous operation of the unit.

Communication and personal data

§ 21

1. In order to ensure proper communication between staff and to facilitate the escalation of issues it is recommended that means of electronic communication are used, especially to exchange documents in the digital form.
2. In accordance with § 17 point 12 Personal Data Security Policy at Polish-Japanese Academy of Information Technology it is forbidden to send personal data or documents with personal data using the accounts outside of the PJAiT domain – that applies both to the sender and the recipient of communication.
3. Staff members are obliged to use the PJAiT e-mail, to read the communications sent via mail, especially the important orders and documents.
4. For communication with PJAiT staff and/or students it is obligatory to use the accounts from the following domain: pjwstk.edu.pl.

5. To ensure safety of data transfer it is prohibited to use private e-mail addresses for work-related purposes.

Obligation to notify about COVID infection

§ 22

1. A staff member, a student, a doctoral student or a course participant – bearing in mind the good of the academic community of PJAiT – should promptly inform the head of the relevant unit by e-mail or phone about the possibility of getting infected with SARS-CoV-2.
2. The head of the PJAiT unit should report the case further to: covid19@pja.edu.pl.
3. The head of the PJAiT unit is obliged to monitor the situation in the unit he or she is responsible for.

Final provisions

§ 23

1. If the epidemic situation worsens the Rector may decide to switch to providing classes, lectures and assessment, including exams remotely.
2. Academic Staff, doctoral students, students and course participants are obliged to observe the recommendations of the Chief Sanitary Inspector, the Rector of PJAiT, the Administrative Director.
3. Regulations other than those pertaining to the organisation of studies that concern the functioning of PJAiT during the Covid-19 epidemic in Poland are included in the Order of the Rector of 12 March 2021. In case of differences between the present and the March order, or in case of problems with interpretation, the present Order will apply.
4. In the case of differences between the content of the present Order and general provisions of law, the latter will apply.

§ 24

The Order becomes effective on the day it is signed.

REKTOR

dr hab. Jerzy Paweł Nowacki