

Order No. 343/2020  
Rector of Czestochowa University of Technology  
of 5.06.2020

regarding: Rules for conducting examinations and credit tests using the system of e-learning at Czestochowa University of Technology and verification of the learning outcomes specified in the study program in the academic year 2019/2020 in relation to the prevention, counteracting and eradication of COVID-19

§ 1

Based on art. 23 clause 1 and with reference to art. 76a of the Act of 20 July 2018 – Law on higher education and science (i.e., Journal of Laws of 2020, item 85, as amended) and § 1 of the Regulation of the Minister of Science and Higher Education of May 21, 2020 on the temporary restrictions on the functioning of certain entities of the higher education system in connection with the prevention, counteracting and eradication of COVID-19 (Journal of Laws of 2020, item 911), the Rules for conducting examinations and credit tests using the e-learning system of Czestochowa University of Technology and verification of the learning outcomes specified in the study program are determined in the academic year 2019/2020 in relationship with the prevention, counteracting and eradication of COVID-19

§ 2

An integral part of this ordinance is the Annex - Rules for conducting examinations and credit tests using the e-learning system of the Czestochowa University of Technology and verification of the learning outcomes specified in the study program in the academic year 2019/2020 in relation to prevention, counteracting and eradication of COVID-19

§ 3

The order shall enter into force on the day of issue.

Rector  
of Czestochowa University of Technology

Professor D.Sc. eng. Norbert Sczygiol

**Rules for conducting examinations and credit tests using the system  
of e-learning at Czestochowa University of Technology and verification of the learning outcomes  
specified in the study program in the academic year 2019/2020 in relation to the prevention,  
counteracting and eradication of COVID-19**

**§ 1**

**Introductory information**

1. This Annex sets out Rules for conducting examinations and credit tests using the system of e-learning at Czestochowa University of Technology and verification of the learning outcomes specified in the study program in the academic year 2019/2020 in relation to the prevention, counteracting and eradication of COVID-19. (hereinafter referred to as the rules)
2. In order to prevent, counter and eradicate COVID-19, the procedure for conducting course final credit tests and examinations and verification of the acquired learning outcomes in the 2019/2020 academic year is subject to reorganization.
3. The form of conducting credits and course examinations is changed
4. It is the responsibility of each academic teacher to carry out final credit tests and exams completing specific classes and lectures with the use of e-learning system of Czestochowa University of Technology (hereinafter referred to as the e-learning system) which provides control over the verification of the achieved learning outcomes and its registration in accordance with art. 76a of the Act of 20 July 2018 – Law on higher education and science.
5. It is the responsibility of each academic teacher to prepare a list of dates with office hours for students / post-graduate students on the e-learning platform in the form of a virtual consultation room.
6. An academic teacher will inform students / post-graduate students and the Director of Studies /the Head of post-graduate studies, and in the case of inter-faculty units, the Head of this unit about the dates of office hours, via information technology tools
7. The Director of Studies supervises the proper quality of education carried out on the e-learning platform of Czestochowa University of Technology and monitors the classes, lectures and office hours conducted in this mode.
8. All doubts, problems or difficulties related to the classes, credit tests or exams as well as office hours carried out with the use of distance learning methods and techniques, students may report electronically to the Director of Studies, referred to in the operative Czestochowa University of Technology Study Regulations. The director of Studies in cooperation with the students group leader (starosta) takes appropriate actions aimed at ensuring equal opportunities for the implementation of the study programme for all students.

**§ 2**

1. Until 30 September, 2020, within the first- and second-cycle studies and postgraduate studies, the achievement of learning outcomes specified in the curriculum is being verified, in particular in the area of conducting course final tests and examinations, outside the premises of Czestochowa University of Technology (hereinafter referred to as the University) with the use of the ICT system that ensures control and recording of the process.

2. Classes, lectures and examination sessions take place according to the structure of the 2019/2020 academic year with the use of the e-learning system.
3. The supervision over the proper conduct of course final tests and examinations with the use of the e-learning system is exercised by the Director of Studies / the Head of Postgraduate Studies Programme, and in the case of inter-faculty units - the Head of this unit.
4. The examiner or the person conducting tests is required to delete the recording of the examination / credit test immediately after 14 days from the date of the examination / credit test and to retain full documentation confirming the conduct of the examination / credit test in order to ensure control of the verification process of achieved learning outcomes.
5. The courses conducted on the e-learning platform of Czestochowa University of Technology (hereinafter referred to as the e-learning platform) will be archived by Czestochowa University of Technology as the Platform Administrator.

### **§ 3**

#### **Examination**

1. The course final examination may be conducted by means of the e-learning system outside the premises of the University.
2. Having determined the scope and form of the examination, the course lecturer (the examiner) sets the examination date with the Director of Studies and informs students via information technology tools.
3. Within the set examination date, it is allowed to divide those eligible for the exam into groups, taking into account the capabilities of the Czestochowa University of Technology e-learning platform.
4. The general rules for conducting the examination remain the same. Only a change of the communication form from traditional to digital has been introduced.
5. In case the examination is conducted in the form of an audiovisual conference, the provisions of § 3 section 6-12 shall apply.
6. Before the examination starts, the examiner is entitled to check the identity of those taking the exam. The student is required to present a document to the camera in order to establish and verify their identity. If the student's identity cannot be verified in an unambiguous way, the examiner has the right to refuse to admit the student to the exam.
7. Before taking the examination, the examiner informs the students about the course of the exam, as well as the consequences of a situation in which the communication is interrupted due to loss of Internet connection before the exam ends.
8. Prior to the examination the audio-visual equipment has to be tested. It is not allowed to conduct the examination in the audio version only.
9. A student taking an exam agrees that the exam/ final test should be carried out with the use of the e-learning system of Czestochowa University of Technology in accordance with §1 item 2 of the Minister of Science and Higher Education Regulation of 24.04.2020 amending Regulation on the temporary restrictions on the functioning of some entities of higher education and science system in relation to prevention, counteraction and eradication of COVID-19 (Journal of Laws of 2020, item 741).
10. During an examination, no other persons or electronic devices, such as computers, tablets, telephones, voice recorders, etc. may be in the room in which a student is seated. The examiner may ask to be shown the entire room.

11. The rooms in which the student and the examiner are staying during the exam should be properly lit so that the image on the computer screen can be fully visible.
12. If any irregularities or doubts as to the student's independent work occur during the examination, the examiner may order to terminate the examination after prior warning of the student who is violating the rules.
13. In the event of an interruption of the examination for reasons beyond the control of the student or the examiner, when it is not possible to resume the examination, it should be repeated at another time.
14. If during the exam the connection between the person conducting the exam and the student taking the exam is broken, the person conducting the exam decides whether the exam may be assessed based on the answers given before the connection is terminated or decides that it is necessary for the student to retake it.
15. After the examination, the course teacher (the examiner) is obliged to immediately enter the grades obtained by students into the electronic protocol in the USOS-web system.
16. The course teacher is obliged to submit printed and signed protocols to the dean's office:
  - 1) after the examination session, which lasts from 15.06.2020 to 30.06. 2020, by 7.07. 2020 at the latest
  - 2) after the autumn examination session, which lasts from 01.09.2020 to 14.09.2020, by 21.09.2020 at the latest.

#### **§ 4**

1. A student taking an exam and a final test outside the University premises should:
  - 1) become acquainted with the Rules concerning examinations and final tests in the e-learning system of Czestochowa University of Technology and verification of the learning outcomes specified in the syllabus in the academic year 2019/2020 in relation to prevention, counteraction and eradication of COVID-19;
  - 2) have the ability to use the e-learning system of the Czestochowa University of Technology;
  - 3) log in to the e-learning platform;
  - 4) submit the Declaration of the student's independent work during the exam; otherwise the exam may be terminated or result in a failing grade;
  - 5) possess a device that supports the e-learning platform equipped with a webcam, a speaker or a headset and have access to the Internet ensuring the optimal audio and video quality.
2. A template of the Declaration referred to in section 1 shall be available on the e-learning platform in the course of the course tutor (according to Appendix to the said regulations).

#### **§ 5**

##### **Placements**

1. If it is not possible to continue the launched and ongoing placements or practical classes under the agreement between the University and the company, the duration of work placement may be reduced, provided that students are ensured other means of achieving learning outcomes assigned to the work placement, especially by the realization of classes in the form of tutorials or lab classes via the e-learning platform.
2. Upon the consent of the Company's Head it is possible to accomplish work placement in the form of tasks that can be carried out remotely. A student will be awarded credit for the number of work placement hours corresponding to the hours of remote work.

3. Director of Studies may award a student a credit for work placement on the basis of a project to solve a practical problem of the company prepared by a student. The project shall be accepted and assessed electronically by the representative of the company and next by the Dean's Proxy for Work Placement.
4. In the event that a student cannot find a company that will allow him/her to complete the work placement in the manner referred to in section 3, a student shall realize a project on the topic set by the Dean's Proxy for Work Placements.
5. The Dean's Proxy for Work Placements decides on the list of project topics realized as part of work placements and the choice procedure. It is also possible for a student to propose his/her own topic. In the case of the so-called diploma placement, the project topic and its execution shall be agreed by the student and the diploma project supervisor.
6. The Dean's Proxy for Work Placements is obliged to provide the information referred to in section 4, as well as document templates required to undergo and complete the work placement on the faculty's website and e-learning platform.
7. In particularly justified cases where it is not possible to complete placement in the manner specified in sections 1-6, Director of Studies after consultation with the Dean's Proxy for Work Placements may agree to defer the date of completion of work placement to another semester. In such a case the deferral of the work placement completion date shall not affect timely semester completion.
8. In the case referred to in section 7, fees shall not be collected on the grounds of deferring work placement to another semester.
9. In the event of a failure to complete the work placement referred to in section 7, it is permissible to submit an application for Rector's scholarship provided that the other provisions specified in the Regulations for granting benefits for the first- and second- degree students of Czestochowa University of Technology are met.
10. Provision in section 9 shall not apply to diploma work placement in the last term of studies.
11. In the case of work placement provided for students on the University premises under the University staff supervision, the Rector, at the request of the Director of Studies, may grant consent for conducting the work placement on condition that all the sanitary requirements being currently in force due to the coronavirus epidemic are complied with. The Rector or a person authorized by the Rector, at the request of the Director of Studies, may agree to accommodate the students in a hall of residence during the work placement.

## **§ 6**

### **Credits**

1. With credit courses and awarding credits for courses, the provisions concerning examinations are applied respectively unless it is ineffective due to the adopted form of crediting

## **§ 7**

### **Semester validation**

1. During the registration period, not later than by 5 October 2020, the Dean's Offices at the Faculties are obliged to print out personalized periodic student achievement forms including course grades in order to validate the settlement of the term.
2. On the basis of the printed student periodic achievement forms referred to in (1) the Director of Studies /Head of Postgraduate Studies Programme, in accordance with the operative Czestochowa

University of Technology Study Regulations validates student's term completion and enters an annotation in the student's course record book and in the periodic achievement form.

3. The student is obliged to submit their course record book to the Dean's office in a way which does not entail direct contact with the office staff, i.e. using Post Office services by Poczta Polska ( with acknowledgement of receipt) or in person, within the period of 1 September 2020 – 15 September 2020 in order to comply with the formalities concerning term completing or conditional enrollment for the next term in accordance with the operative Czestochowa University of Technology Study Regulations.

## § 8

### Personal data protection

1. The Controller of Your personal data is Czestochowa University of Technology with its registered office at ul. Generała Jana Henryka Dąbrowskiego 69, 42-201 Czestochowa, e-mail address: *rektor@adm.pcz.czest.pl*
2. The Personal Data Controller has appointed Personal Data Inspector, whose contact details are available at: *iodo@pcz.pl* or phone number: +48 343250741
3. The purpose of personal data processing is creating the record of the examination procedure in the form of a recording enabling the verification of the correctness of the examination/credit conduct.
4. The legal basis for the processing of personal data registered during the examination / course credit test is art. 76a section 1 of the Act of 20 July 2018 – Law on higher education and science (i.e., Journal of Laws of 2020, item 85, as amended) in relation to art. 6 clause 1 lit. e in Regulation No 2016/679 of the European Parliament and of the EU Council of 27.04.2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the adoption of Directive 95/46 / EC, hereinafter referred to as: GDPR.
5. Personal data recorded on the examination recording will be stored for a period of 14 days from the date of the examination / course credit test.
6. The processing of personal data is necessary to comply with the legal obligation imposed on the University when carrying out the examination / course credit test using the ICT system.
7. Personal data may be made available to entities to which the transfer of such data is provided for by legal regulations.
8. The administrator does not plan to transfer any personal data to a third country or an international organization.
9. You have the right to request from the Administrator an access to your data, rectification thereof, to object to and to limit data processing in cases and under the conditions set out in the GDPR.
10. Your personal data will not be subjected to automated decision-making processes, including profiling.
11. In respect of personal data processed on the basis of your consent, you have the right to withdraw the consent to the processing of personal data and to delete data on the conditions set out in the GDPR. Withdrawal of consent does not affect the legal compliance of the processing that was carried out on the basis of consent before its withdrawal.
12. If you feel that your personal data are being processed in violation of the law, you have the right to lodge a complaint with the President of the Personal Data Protection Office.

Częstochowa, (date).....

Name.....

Index number.....

Semester/field of study.....

### **DECLARATION**

- I give my permission for conducting examinations/credits in the e-learning system of Czestochowa University of Technology.
- I declare that I know the Rules for conducting examinations and credits in the e-learning system of Czestochowa University of Technology and verification of learning outcomes specified in the study program in the 2019/2020 academic year in relation to the prevention and eradication of COVID-19. The fact of conducting exams/credits in e-learning mode will not provide the basis for exam/credit cancellation claim or appeal against the decision of the person conducting the exam.
- I declare that during exams/credits I perform tasks individually on penalty of immediate exam termination or negative result.
- I declare that I have the ability to use the e-learning system of Czestochowa University of Technology.

I confirm the possession of audio and video equipment and software that I will use during the exam/credit in the e-learning system of Czestochowa University of Technology.