

ORDER No. 4/04/2020
of Vistula University Rector
of 30 April 2020.

on the verification of achieved learning outcomes using information technology tools

Pursuant to article 76a section 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), §18 section 2 point 2 of the Statute of Vistula University and in connection with to § 1 of the Regulation of the Minister of Science and Higher Education of 23 March 2020 on temporary limitation of the functioning of some entities of the higher education in relation to preventing, counteracting and combating COVID-19 (Journal of Laws of 2020, item 511, as amended), it is hereby ordered as follows:

§ 1.

1. This Order defines the principles and methods of organizing verification of the achieved learning outcomes specified in the study program, in particular of conducting course final tests and examinations, as well as conducting diploma exams with the use of information technology means. The Order applies to students of full-time and part-time, first and second-degree programs as well as of uniform Master's degree studies.
2. The Order shall apply to course final tests and exams conducted with the use of distance learning methods and techniques, via the Microsoft Teams application and the PLATON educational platform, a special mode of completing compulsory vocational internships, and to Bachelor's, Engineering and Master's diploma examinations.
3. Verification of learning outcomes achieved with the use of information technology tools must ensure control and recording of the process.

§ 2.

1. In the process of assessment and validation of learning outcomes achieved through formal means with the use of distance learning methods and techniques, the number of ECTS credits assigned to a given course in the implemented study program is to be maintained.

2. An ECTS credit corresponds to 25-30 hours of student work including classes conducted with the use of distance learning methods and techniques, organized by the University and students' individual work related to these classes.
3. The duties and tasks of students underlying the formative and summative assessments are determined by the subject syllabus.
4. Academic teachers conducting classes are obliged to specify the methods and criteria for the verification of each learning outcome envisaged for a given course conducted with the use of distance learning methods and techniques.
5. Any changes to the course syllabus in terms of principles, criteria and ways of verifying learning outcomes, in connection with the introduction of distance learning methods and techniques to the didactic process, require the approval of the study program director and must be presented to students immediately.
6. Academic teachers are required to provide students with a schedule of systematic completion of partial tasks ensuring the achievement of the assumed learning outcomes.
7. Academic teachers provide regular feedback to students regarding their progress in study which becomes the basis for the assessment of the learning outcomes achieved during classes conducted with the use of distance learning methods and techniques.
8. Academic teachers are obliged to conduct online consultations for students.
9. All activities related to monitoring the learning process of students and providing feedback to them are recorded on the PLATON platform, in USOS or another dedicated tool, e.g. e-mail.
10. Verification of learning outcomes used to issue a summative assessment is carried out with the use of information technology tools - using forms and methods that are suitable for the verification of a given type of learning outcome presented in the course syllabus.
11. Exams and written tests are carried out via the PLATON platform.
12. Oral exams are conducted through the Microsoft Teams application.
13. Documenting and archiving the verification process of learning outcomes take place via the PLATON educational platform and the Microsoft Teams application.

§ 3

1. The process of examination must be recorded. Due to the need to limit the use of unauthorized assistance, the exam should be conducted in accordance with the following principles:

- 1) the examiner is required to check the identity of the student taking the exam, a student ID may be treated as the basic document confirming identity; the examiner checks the student's name, photograph, and the student ID card number,
 - 2) the student cannot mute the microphone and must remain within camera range during the entire duration of the exam; breach of this obligation results in receiving an unsatisfactory grade for the exam,
 - 3) questions are asked by the examiner one by one; students cannot have access to questions not yet asked,
 - 4) the examiner does not allow students time to prepare for the answer; it is recommended to prepare questions in such a way that students would not have to make additional notes.
2. If a given exam question(s) involves drawing diagrams, etc., students should be advised about the need to prepare paper and a pen or pencil.
 3. After the exam, students are informed by the examiner about the grade obtained during the exam.
 4. In the case of detected irregularities during the test or oral exam, the examiner is obliged to notify the Dean of this fact.
 5. The above principles shall apply to crediting final tests accordingly.

§ 4.

1. The general principles and procedure for crediting obligatory internships are contained in the Terms and Conditions of Vocational Student Internships at Vistula University.
2. If, due to reasons resulting from the bans and restrictions introduced to prevent, counteract and combat SARS-CoV-2 infection, it is not possible to continue internships already commenced and conducted on the basis of an agreement between the University and the employer, the duration of the internship may be reduced.
3. If the faculty year tutor assesses that the learning outcomes have been fully achieved during the already completed part of the internship, the internship can be considered as completed.
4. The learning outcomes assigned to student internships can be achieved in an alternative way, e.g. by conducting online distance classes in the form of practical classes or laboratories (e.g. simulations).

5. The decision on crediting the completed part of internships or the method to complete the remaining learning outcomes envisaged for them is made by the Rector or a faculty year tutor acting under Rector's authority.

§ 5.

1. The general principles and the course of the diploma process, including the procedure for conducting diploma exams, are set out in the Terms and Conditions of Study and the Terms and Conditions of Awarding Diplomas.
2. Diploma exams conducted with the use of information technology tools take place via the ZOOM application.
3. Detailed organizational solutions and the conduct of diploma examinations are set out in the Appendix to this Order.

§ 6.

1. Obtaining credits for all classes conducted with the use of distance learning methods and techniques specified in the student semester study plan is compulsory and subject to settlement in accordance with the rules set out in the University's Terms and Conditions of Study.
2. The dates of the examination session for each of the study modes are in accordance with the: Organization of the Academic Year 2019/2020 document and a detailed schedule of crediting and exams is presented in USOS at least 14 days before the start of the exam session.
3. The general supervision over the process of verifying learning outcomes is exercised by the Rector, and the duties in organizing and controlling the process are carried out by deans in cooperation with the study programs directors.

§ 7.

The provisions of the Order shall apply accordingly to the verification of learning outcomes achieved by doctoral students and post-graduate students.

§ 8.

The principles of organizing the verification of the achieved learning outcomes using information technology tools set out in this Order shall remain in force until revoked by the Rector.

§ 9.

Order No. 4/03/2020 of the Vistula University Rector of March 16, 2020 on conducting diploma exams using audio-video technology is hereby repealed.

§ 10.

The Order enters into force on the day of its signature.

Rector

Prof. Wawrzyniec Konarski