

ORDINANCE
of the Rector of Krakow University of Economics
No. R.0211.2.2025
from 17 January 2025

on
organization of education at Krakow University of Economics
in the summer semester of the academic year 2024/2025

Acting pursuant to Article 23(2)(2) of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571) and § 16 section 1 and section 7 point 2 of the Statute of the Krakow University of Economics, the following is ordered:

§1

1. In the cases specified in the Ordinance, classes at the Krakow University of Economics in the summer semester of the academic year 2024/2025 may be conducted using distance learning methods and techniques via the university's MS Teams application (classes conducted remotely, in synchronous mode) or the Moodle e-Platform (classes conducted remotely, in asynchronous mode).
2. Whenever the ordinance refers to the teacher or another person co-conducting classes, it should be understood as a research and teaching employee or a teaching employee.
3. Classes in full-time first-cycle studies and long-cycle master's studies will be conducted in full-time form, subject to sections 4-6.
4. In the case of full-time long-cycle master's degree studies in the fourth and fifth year, major lectures, general lectures and elective lectures will be carried out remotely, in synchronous mode. Other classes will be carried out on-site.
5. In the case of full-time second-cycle studies and part-time first-, second-cycle and long-cycle studies, major, general and specialization lectures as well as elective lectures will be carried out remotely, in synchronous mode. Other classes will be carried out on-site.
6. If two or more lecture groups are created in a given field of study, then the major, general lectures are carried out jointly for all streams in a remote form (in synchronous mode). The above applies to all forms and levels of study (full-time and part-time first- and second-cycle studies as well as full-time and part-time long-cycle studies).
7. Diploma seminars in the case of classes at the studies referred to in sections 3-5 will be carried out on-site on the KUE Campus or remotely, in synchronous mode, in accordance with the decision of the lecturer.
8. Exceptions to the rules referred to in sections 3-6 may result from the individual consent of the Vice-Rector for Education and Students, issued at the justified request of the Director of the Institute or the Director of the Language Centre. The Director of the Institute or the Director of the Language Centre informs students about the decision at least 7 days before the start of classes conducted in a form other than the one planned.

9. In addition, after meeting the conditions referred to in paragraph 11, it is permissible to conduct classes remotely, in synchronous mode, while maintaining the hourly limits for a given form of classes, subject to the following hourly limits:
 - 1) in the case of courses that last 15-30 hours – the limit is 4 hours,
 - 2) in the case of courses that last 31-45 hours – the limit is 6 hours,
 - 3) in the case of courses that last 46-60 hours – the limit is 8 hours,
 - 4) in the case of courses that last 61-90 hours – the limit is 10 hours.
10. The provision of paragraph 9 does not apply in the case of teaching classes in the form of:
 - 1) laboratory classes on the following degrees: Product Innovation, Product Quality Engineering, Commodity Science, Transport and Shipping, Management and Production Engineering, and Spatial Management, excluding classes in the computer laboratory;
 - 2) physical education classes.
11. Classes under the conditions referred to in paragraph 9 will apply to all forms and levels of studies (full-time and part-time first- and second-cycle studies and full-time and part-time long-cycle studies) and all forms of classes, and are admissible on the basis of a written agreement by the teacher of classes with students (signed on behalf of students by the head of the group/degree) and another person co-conducting these classes, while maintaining the limits of classes conducted remotely. It is possible to agree by e-mail in the uek.krakow.pl and student.uek.krakow.pl domains.
12. The employee conducting classes reports information about the remote form of classes to the Teaching Department: Schedules Section in the university's EOD system in the application: "Didactic matters", at least 7 days before the agreed date of classes given in the timetable. Changing the form of classes to a remote form is possible without changing the date of classes included in the timetable.
13. The Vice-Rector for Education and Students may also depart from the rules set out in sections 3-6 in other particularly justified cases, by way of an announcement issued at least 3 days before the planned date of changing the form of classes.
14. Classes in full-time studies are conducted from Monday to Friday from 8:00 a.m. to 9:00 p.m.
15. Classes in part-time studies are conducted from Friday to Sunday: on Friday from 3:45 p.m. to 9:00 p.m., and on Saturdays and Sundays from 8:00 a.m. to 9:00 p.m.
16. For postgraduate studies, MBA studies, as well as those carried out at the KUE Doctoral School, separate regulations apply, issued by the Rector at the request of an authorized person.

§2

1. In order to optimally implement the learning process, class schedules are developed in a way that allows for an even distribution of teaching dates within a given semester of studies, subject to paragraph 2.
2. Accumulation of classes is allowed only if it results from the specific nature of classes on a given degree, subject to paragraph 3.
3. A change in the date of classes specified in the timetable resulting in the accumulation of classes in a period shorter than 13 weeks is admissible with the consent of the Director of the Institute and the direct supervisor (Head of Department, Director of the Language Centre, Head of the Department of Physical Education and Sport), at the justified request of the employee conducting the classes.
4. The application referred to in paragraph 3 must be submitted by the employee conducting classes to the Teaching Department: Section Schedules in the university EOD system

in the "Didactic matters" application, at least 4 weeks before the date of the start of classes, resulting from the organization of the academic year.

5. A one-time change of the date of classes set out in the schedule of classes is possible in justified cases after notifying the direct supervisor (Head of Department, Director of the Language Centre, Head of the Department of Physical Education and Sport) and formal notification to the Teaching Department: Schedules Section in the university's EOD system in the "Didactic matters" application, at least 3 days before the date of classes indicated in the schedule.

§3

1. In the summer semester of the academic year 2024/2025, consultations for students will be carried out on-site on the KUE Campus or remotely, in synchronous mode, according to the decision of the lecturer.
2. The number of consultations for full-time and part-time students is specified in §17 of the Work Regulations of the Krakow University of Economics.
3. Information about the form and dates of consultations, as well as links necessary to conduct them, is required to be published by the teacher in the e-business card on the KUE e-Platform (Moodle), no later than 7 days after the start of the relevant semester.
4. For students of part-time studies, consultations will be held on Fridays after 3:45 p.m., Saturdays or Sundays.
5. The teacher is obliged to respond to messages from students (sent via e-mail in the uek.krakow.pl and student.uek.krakow.pl domains, chat within the Microsoft Teams platform or discussion forum on the Moodle platform) no later than 72 hours, including working days. In the absence of a response, the student has the right to notify the Head of the Department, and in the absence of contact – the Director of the Institute where he/she studies or the Director of the Language Centre (in the case of language classes) or the Head of the Department of Physical Education and Sport (in the case of physical education classes).

§4

Verification of learning outcomes in full-time and part-time studies will take place on-site, on the KUE Campus.

§5

In order to enable students to participate in classes conducted remotely, in synchronous mode, the University may temporarily provide the student with computer equipment with access to the Eduroam Internet network, located on computer workstations in the Information Systems Center and in the University Library. The university can also provide students with support in the use of this equipment.

§6

It is recommended that classes conducted remotely, in synchronous mode, take place with cameras on.

§7

1. The ordinance shall enter into force on the date of signing, subject to paragraph 2.

2. The provisions of §2 sections 3 to 5 apply to all applications for the accumulation of classes in the summer semester of the academic year 2024/2025, including those submitted before the date of entry into force of the Ordinance.

RECTOR

Dr Habil. Bernard Ziębicki, Associate Professor