

ORDINANCE
of the Rector of the Krakow University of Economics
No. R.0211.34.2026
from 25 June 2026

on
organization of education at the Krakow University of Economics
in the academic year 2026/2027

Acting pursuant to Article 23(2)(2) of the Act of 20 July 2018. The Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended) and § 16(1) and (7)(2) of the Statute of the Krakow University of Economics and Business, are regulated as follows:

§1

1. In the cases specified in the ordinance, classes at the Krakow University of Economics in the academic year 2026/2027 may be conducted using distance learning methods and techniques via the MS Teams platform (classes conducted remotely, in synchronous mode) or the e-uczelnia (Moodle) platform (classes conducted remotely, in asynchronous mode).
2. Whenever the ordinance refers to a lecturer or a person co-conducting classes, it should be understood as a research and teaching employee, teaching employee or other person conducting classes.
3. Classes in full-time first-cycle studies and long-cycle master's studies will be carried out in full-time form, subject to paragraphs 4, 6 and 7.
4. In the case of full-time long-cycle master's studies in the fourth and fifth year, major, general and elective lectures will be carried out remotely, in synchronous mode. Other teaching classes will be carried out in stationary form.
5. In the case of full-time second-cycle studies and part-time first-cycle, second-cycle and long-cycle master's studies, major, general and specialty lectures as well as elective lectures will be carried out remotely, in synchronous mode. Other teaching classes will be carried out in stationary form, subject to paragraphs 6 and 7.
6. In the event that two or more lecture cohorts are created in a given degree program, then general lectures are carried out jointly for all cohorts in remote form, in synchronous mode. The above applies 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 Master's degree programs).
7. In the case of university-wide elective courses, classes will be conducted remotely, in synchronous mode.
8. Diploma seminars in the case of classes in the studies referred to in paragraphs 3-5 will be carried out stationary on the premises of the KUE Campus or remotely, in synchronous mode, in accordance with the decision of the lecturer.
9. Exceptions to the rules referred to in paragraphs 3-7 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 Institute. The Director of the Institute or the Director of the CJ informs students about the decision made at least 3 working days before the start of classes conducted in a form other than the one provided.

10. In addition, after meeting the conditions referred to in paragraph 12, it is allowed to conduct classes remotely, in synchronous mode, while maintaining the hourly limits for a given form of classes, in the maximum amount of:
 - 1) 15-30 hours – 4 hours;
 - 2) 31-45 hours – 6 hours;
 - 3) 46-60 hours – 8 hours;
 - 4) 61-90 hours – 10 hours.
11. The provision of paragraph 10 shall not apply in the case of conducting classes in the form of:
 - 1) laboratory classes in the following fields: Product Innovation, Product Quality Engineering, Transport and Forwarding, Production Management and Engineering, and Spatial Management, excluding classes in the computer laboratory;
 - 2) Physical education classes.
12. The implementation of classes under the conditions referred to in paragraph 10 will apply to all forms and levels of studies (full-time and part-time first- and second-cycle and full-time and part-time long-cycle master's studies) and all forms of classes and is admissible on the basis of a written agreement between the lecturer and the students (signed on behalf of the students by the Head of the group/course) and the person co-conducting these classes, while maintaining the limits of classes conducted remotely. It is possible to agree by e-mail in the domains uek.krakow.pl and student.uek.krakow.pl.
13. The employee conducting classes reports information about the remote form of classes to the Teaching Department: Schedule Section in the university's EOD system in the application: "Teaching matters", at least 3 working days before the agreed date of classes specified in the timetable. Changing the form of classes to a remote form may not cause a change in the date of classes included in the timetable.
14. The Vice-Rector for Education and Students may also deviate from the rules set out in paragraphs 3-7 in other particularly justified cases, by means of a notice issued at least 3 working days before the planned date of the change in the form of classes.
15. Classes in full-time studies are conducted from Monday to Friday from 8:00 a.m. to 9:00 p.m.
16. 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.
17. 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 education process, class schedules are developed in such a way as to allow for an even distribution of the dates of teaching classes within a given semester of studies, subject to paragraph 2.
2. The accumulation of classes is allowed only if it results from the specificity of the implementation of classes in a given degree program, subject to paragraph 3.
3. A change in the date of teaching classes set in the class schedule resulting in the accumulation of classes in a period of less than 13 weeks is permissible with the consent of the Director of the Institute and the immediate superior (Head of the Department, Director of the Department, Head of Sports Center), 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: Schedules Section in the university EOD system in the "Teaching Matters" application, at least 4 weeks before the date of commencement of classes, resulting from the organization of the academic year.
5. A one-time change of the date of classes set in the class schedule is possible in justified cases after notifying the direct supervisor (Head of the Department, Director of the Department, Head of Sports Center) and a formal notification to the Teaching Department: Schedule Section in the university's EOD system in the "Teaching Matters" application.

§3

1. In the academic year 2026/2027, consultations for students will be carried out stationary on the premises of the KUE Campus, while it is allowed to conduct consultations remotely, in synchronous mode, in the amount not exceeding 50% of the total number of consultation hours.
2. The scope of consultations intended for full-time and part-time students is specified in §17 of the Rules of Procedure of the Krakow University of Economics.
3. The lecturer is obliged to publish information about the dates of consultations in the e-business card on the e-University platform (Moodle), no later than 7 days after the start of the relevant semester.
4. For part-time students, consultations will take place on Fridays after 3:45 p.m., Saturdays or Sundays.
5. The lecturer 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 MS Teams platform or discussion forum on the e-University platform (Moodle) no later than 72 hours, including working days. In the absence of an answer, the student has the right to notify the Head of the Department of this fact, and in the absence of contact – the Director of the Institute where he or she studies or the Director of the Clinical Hospital (in the case of language classes) or the Head of the Faculty of Physical Education (in the case of physical education classes).

§4

1. Verification of learning outcomes in full-time and part-time studies will take place on-site, on the premises of the KUE Campus, subject to paragraph 2.
2. In the case of elective courses for the general university referred to in §1 section 7, the verification of learning outcomes will take place using electronic means of communication only on the e-University platform (Moodle), on the date set by the lecturer.
3. The following principles shall apply to the verification of learning outcomes referred to in paragraph 2:
 - 1) the lecturer is obliged to report the date of verification to the Teaching Department – Schedules Section via e-mail: harmonogramy@uek.krakow.pl, no later than 4 weeks before the planned implementation of the final course credit, and in the case of current credit – no later than 2 weeks before the planned date of its conduct;
 - 2) the basic tool of communication between the lecturer and students during the process of verifying learning outcomes is the MS Teams platform;
 - 3) detailed rules on the method and organization of verification of learning outcomes will be made available to lecturers and students in a dedicated course on the e-uczelnia platform (Moodle) at the beginning of the academic year 2026/2027.

§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 at 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 the implementation of classes and verification of learning outcomes carried out remotely, in synchronous mode, take place with cameras on.

§7

The Ordinance enters into force on the day of signing.

RECTOR

Dr Habil. Bernard Ziębicki, Assoc. Professor