

**Regulation no. 78
of the Rector of the University of Lodz
of 11 January 2021**

on: rules of verification of achieved study effects at the University of Lodz using the means of electronic communication

Pursuant to Article 23(1) and Article 76a(3) of the Act of 20 July 2018 - The Law on Higher Education and Science (consolidated text, Journal of Laws of 2020, item 85, as amended) in conjunction with Section (§) 25.2.2 of the Statutes of the University of Lodz adopted by Resolution 440 of the Senate of the University of Lodz of 27 May 2019 (as amended) I hereby resolve as follows:

§ 1

[Glossary]

Wherever the hereby Regulation refers to:

- 1) “online examination” – it shall be understood as the verification of achieved study effects in the form of examination or final assessment conducted in the premises of the University, outside the premises of the University or outside its branch using the means of electronic communication;
- 2) “the Rules of Study” – it shall be understood as the Resolution of the Senate of the UL no. 449 of 14 June 2019 on the approval of the Rules of Study at the University of Lodz (as amended);
- 3) “the Regulations of Doctoral School” - it shall be understood as the resolutions: no. 436 of the Senate of the University of Lodz of 27 May 2019 on the approval of the Regulations of University of Lodz Doctoral School of Social Sciences (as amended); no. 437 of the Senate of the University of Lodz of 27 May 2019 on the approval of the Regulations at the University of Lodz Doctoral School of Exact and Natural Sciences (as amended); no. 438 of the Senate of the University of Lodz of 27 May 2019 on the approval of the Regulations of University of Lodz Doctoral School of Humanities (as amended); no. 439 of the Senate of the University of Lodz of 27 May 2019 on the approval of the Regulations of Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences (as amended);
- 4) “the Rules of Doctoral Studies” - it shall be understood as the Resolution no. 452 of the Senate of the University of Lodz of 5 March 2012 on the approval of the Rules of Doctoral Studies (as amended);
- 5) “the University” – it shall be understood as the University of Lodz;
- 6) “the Examiner” – it shall be understood as the academic teacher/PhD candidate conducting online examination;

- 7) “the Examinee” - it shall be understood as the student or PhD student taking online examination;
- 8) “means of electronic communication” – it shall be understood as the device equipped with camera, microphone and Internet access allowing two-way audio/video connections, in particular a computer, a tablet or a mobile phone.

§ 2

[Subject matter of the Regulation]

1. The subject matter of the hereby Regulation is the mode and rules of verification of the study effects stipulated in curricula pertaining to particular study programmes, including PhD studies and Doctoral Schools, conducted in the premises of the University, outside the premises of the University or outside its branch by using the means of electronic communication.
2. For the matters not covered herein the Rules of Study, the Regulations of the appropriate Doctoral Schools of the University of Lodz and the Rules of Doctoral Studies shall apply to examinations and final assessments.

§ 3

[General requirements concerning the form of study effects verification]

1. Examinations and final assessments may be conducted by using the means of electronic communication including MS Teams, subject to point 2.
2. At the request of the Dean of appropriate Faculty/ the Director of the Doctoral School, the appropriate Vice-Rector of the UL for research may agree to conduct the examination in the premises of this Faculty/ Doctoral School by the use of other equivalent software. Online examination may also be conducted using Moodle platform, provided that MS Teams tool allowing audio/video transfer for the entire group is used simultaneously.
3. Online examination is conducted according to the examination session schedule.
4. Online examination may be conducted if:
 - 1) the Examiner and the Examinee have access to the means of electronic communication and are logged in to the proper application using account in the University domain (the provision regarding using the account in the University domain does not apply to examinations and final assessments referred to in point 2) and
 - 2) the Examinee shared his/her picture in USOSweb allowing the Examiner to check his/her identity and
 - 3) the Examinee is in a place allowing individual work while taking the online examination and
 - 4) the Examinee has the microphone and webcam pointed at him/her constantly activated sharing unprocessed sounds and image. The Examinee, on request of the Examiner, shares the view of the room in which he/she stays or shares his/her screen.

5. The Examinee is obliged to work individually during online examination. The Examinee may not use any scientific materials without the consent of the Examiner.
6. The Examiner may require the Examinee to submit the declaration on individual work during online examination via University domain e-mail or in any other form indicated by the Examiner.
7. The Examiner may use other academic teachers' or PhD candidates' help in order to provide control over the Examinee's individual work.
8. Before commencing the online examination the Examiner checks the identity of the Examinee and his/her compliance with the provisions referred to in point 4.

§ 4

[Rules of conducting online examinations and final assessments with the simultaneous use of Microsoft Teams tool and Moodle platform]

1. The Examiner is obliged to claim the intention of conducting online examination or final assessment in written form by the simultaneous use of Microsoft Teams application and Moodle platform to the IT Center of the UL.
2. Due to technical reasons, it is recommended to academic teachers to limit the content of questions in tests to text format or simple graphics. Due to the same reason, it is recommended to limit the multimedia content, e.g. audio/video sequences and animations, in questions to the minimum necessary.
3. The academic teacher preparing the examination or the final assessment in a test form is obliged to prepare base of questions including the number of test questions at least twice bigger than the number of questions included in the examination paper. The questions shall be divided into thematic groups.
4. It is obligatory to use Moodle platform option of randomizing a set of questions for a particular Examinee while conducting the examination or the final assessment in a test form. Sets of questions are chosen randomly from the thematic groups, referred to in point 3. Using the option of randomizing the order of questions and the order of possible answers in every examination task is mandatory, notwithstanding the fact of randomizing questions from the thematic groups from the question base.

§ 5

[Exemptions]

Provisions of the hereby regulation shall not apply to those final assessments which are, with the Examiner's consent, completed by preparation of the prior written work of the student or PhD student.

§ 6

Mode and rules specified herein apply accordingly to the examinations and final assessments on non-degree postgraduate studies and other forms of studying.

§ 7

The hereby Regulation enters into force on the day of signing.

**Rector
of the University of Lodz**

Prof. dr hab. Elżbieta Żądzińska