

From the ANNOUNCEMENT No.137/2019/2020 of AIK Rector **on the special organization of the teaching process in the winter semester of the academic year 2020/2021**; 9th September 2020

§1

In connection with an epidemic emergency, special rules are laid down for the organization of the teaching process in the winter semester of the academic year 2020/2021.

§2

1. Classes are held in a stationary form or using remote learning methods and techniques according to the announced syllabus and timetable.
2. The lectures and foreign languages courses are entirely carried out in the form of remote learning.
5. Seminars, discussions and internships are conducted in a stationary form with the direct participation of students and teachers in groups, containing not more than 30 people.
6. Classes conducted in the form of remote learning are carried out in accordance with a course schedule, in real time, through IT tools provided by the University.
9. For the purposes of lectures, it is allowed to provide students with previously prepared original recordings, with simultaneous organization of classes in real time, on dates of meetings included in the course schedule.
11. The final decision as to the form of the implementation of individual classes is made by the Director of the Institute.

§3

1. The schedule of stationary classes will take into account the limitation of the number of students staying at the University at the same time and the limitation of contact between particular groups of students taking classes.
2. If both stationary and remote classes are planned on the same day, they should be scheduled with a break in order to give students the opportunity to take remote classes at home.

§4

1. The participation of students in classes is compulsory regardless of the form of classes.
2. A student, who show symptoms of a medical condition cannot participate in classes conducted in stationary form.
3. A student who does not attend classes because of their health or being in quarantine shall justify their absence by sending an e-mail to their secretary within 24 hours of absence.
5. In case of technical problems or limitations preventing participation in remote classes, the student is obliged to immediately inform the lecturers and the Secretariat of the relevant Institute. Lack of report such difficulties and therefore absence from classes may be grounds for failure to complete the course.

§5

The lecturers are required to designate a minimum of 1 hour of on-call per week, when they are available to students, including at least 30 minutes at the seat of the University and if they conduct remote classes at least 30 minutes online.

§6

2. In cases requiring personal contact, a visit must be arranged in advance.