Guarantor: UPJŠ Rector's Office

Košice 25/03/2020

Ref.: REK000425/2020-UPA/1054

Rector's Ordinance No. 4/2020 on the course and completion of the teaching process during the summer semester of the academic year 2019/2020 at the Pavol Jozef Šafárik University in Košice

Based on the proceedings of the Rector's Council on 24 March 2020 in order to ensure the smooth completion of the summer semester of the 2019/2020 academic year at UPJŠ, and at the same time to ensure the required quality of education in state of emergency caused by the COVID-19 virus in the summer semester of the 2019/2020 academic year, I hereby impose the following measures for the implementation of the teaching process during the current summer semester of the 2019/2020 academic year:

1. The teaching process of the summer semester of the 2019/2020 academic year shall be concluded by the method of distance education by 15 May 2020 at the latest. The Deans will update and publish the faculty academic calendars of the academic year, in which they will provide instructions on the completion of the examination period, the submission of the final theses, the terms of the state final examinations, and other planned activities.

2. The teachers, if they have not done so yet on the basis of the Rector's Ordinance no. 3/2020, shall modify all syllabi (including the form and conditions of the interim and final evaluation), so that the full-time form of study is replaced, as far as possible, by distance education. The revised syllabi will be compulsorily published with the support of the AIS2 system by 31 March 2020 at the latest. The principles and recommendations for distance education are set out in Annex no. 1 of this ordinance.

3. Each teacher is obliged to keep a thorough record of the teaching process including continuous evaluation via the AIS2 system. Distance education is done by standard technical equipment.

4. The bachelor's and master's theses shall be submitted in an electronic form by uploading them into the AiS2 system and into the Central Registry of Theses and Dissertations according to the updated academic calendars of the respective faculties. They will also be evaluated by the supervisor and the opponent electronically. The printed version of the thesis, which must

be identical to the electronic version, shall be submitted by the author according to the instructions of the faculties, by the day of the defense at the latest.

5. The form of defense of the final thesis and the state examination will be specified in time.

6. The University Library offers full cooperation in order to ensure distance education, it provides information about the availability of databases and makes available its own resources. Further information is available on the website of the University Library.

7. Support for e-learning education for teachers is provided by the employees of the Lifelong Learning Centre and Projects Support.

8. In case it is necessary the individual faculties and the Institute of Physical Education and Sport will enable for the students to enrol in the courses which were taught during the summer semester of the 2019/2020 academic year and could not have been passed due to the COVID-19 epidemic again in the 2020/2021 academic year also by individually considering the need to offer the same courses, the re-evaluation of the necessity of accepting prerequisites, the re-evaluation of the requirement for the minimum number of credits earned for the advancement to the next study year, etc.

9. The students of UPJŠ, who decide to return from their mobility abroad, can accumulate credits by completing courses in a distance form in cooperation with the university, where they implemented their mobilities. Or they can also enrol in courses with a similar content that are taught at UPJŠ by distance education, but only by mutual agreement with the faculty and the teacher of the course.

This Rector's Ordinance shall enter into force and effect on the day of its signing.

Prof. RNDr. Pavol Sovák, CSc.
Rector

Annex 1. to the Rector's Ordinance nr. 4/2020

Principles and recommendations for distance education

Distance education is any form of study in which the student is not under the constant and immediate supervision of the teacher/tutor, but he/she applies the plan, guidance and consultation of the educational institution. Distance education is characterized by independent study and is dependent on didactically well-prepared study materials. Self-study is always complemented by teacher/tutor support and other support services.

The basic principles of distance education, which should be considered in this specific situation:

1. Clearly defined study materials or materials in an appropriate range.

2. Study plan for a specific period of time.

3. Active communication between the student and the teacher/tutor (necessary to consider the involvement of PhD students in case of a group with a larger number of students).

4. Small doses of curriculum and prompt feedback, tasks with the possibility of immediate evaluation.

Recommended forms and principles of communication between the teacher and the student in distance education:

- email, videoconference, chat,

- maximum of speed, maximum of caution in written communication, maximum of decency, maximum of cooperation, maximum of relevance

Recommended study materials:

- depending on availability in the University Library, according to the specifics and capabilities of the individual courses - text, audiovisual, e-learning, etc.

We recommend to maintain regular active contact with the students during distance education, and to follow up on their duties to minimize the risk of time loss in the teaching process in relation to the current state of emergency. Specific problems need to be addressed individually for each student. All steps taken within the framework of distance education must be properly documented and made available via the AIS2 system (technical support - see below). Depending on the nature of the problem we recommend for the teachers to address their further questions to the guarantors of the SP or to their managers.

Annex 2. to the Rector's Ordinance nr. 4/2020

Support for the forms of distance education during the interruption of the teaching process due to the COVID-19 coronavirus

(updated version 24 March 2020)

1. Establishing the study duties during the interruption of the teaching process

The basic tools for publishing the course syllabus, the recommended study literature, the partial tasks and assignments, and for mass communication with the students are available via the Electronic Noticeboard in the [Academic information system AiS2](#) (AIS2). The manual for using the Electronic Noticeboard is published in the Intranet: https://intranet.upjs.sk/op/op.Public.php?documentid=2256.

In its section called Continuous Assessment the Academic Information System enables to record and publish the partial fulfilment of the assigned tasks. The continuous assessment can then be used in the final evaluation.

If you have problems using AiS2, please contact your local administrator: https://ais2.upjs.sk/ais/portal/changeTab.do?tab=3.

2. Publishing materials - basic steps

For the basic publication of materials it is possible to use the OneDrive and SharePoint university data storages within Office 365. The storage is available within the Intranet file Office 365 at https://intranet.upjs.sk. The manuals are available e.g. on the following website: https://support.office.com/en-us/article/help-for-onedrive-for-business-1eaa32e9-3229-47c2-b363-0a5306cb8c37.

If the employees or the students have a problem to access Office 365 with their account (identical to their official email account within the university), they should contact the respective help desk https://www.upjs.sk/helpdesk/kontakty/.

3. LMS Moodle - organizing courses within the framework of distance education

For a more complex support of e-learning it is possible to use the university's LMS Moodle instance. It is accessible via the Intranet of UPJŠ at https://intranet.upjs.sk.

Manuals are available e.g. on the following webpage: https://docs.moodle.org/38/en/Main_page or directly at https://lms.upjs.sk. You need to request a new course in the system. During working hours the course will be created approx. within 60 minutes.

LMS Moodle allows you to publish materials, classify them into lectures, register attendance, organize surveys, enter home assignments and evaluate them online. From the perspective of support, it is one of the most comprehensive tools available. However, it needs to be combined with other instruments to carry out telelectures.

In case of problems please contact radoslav.kalakay@upjs.sk.

4. Videoconference and collaboration tools

a) *Skype* is probably the most widespread tool for standard communication. Within Office 365 the business version is available: https://www.upjs.sk/helpdesk/skype-for-busines/. In addition

to video and audio communications, Skype also allows you to share presentations, send files, and more.

b) The application *Teams* is available within Office 365: https://teams.microsoft.com. In addition to videoconferencing, it also includes options for desktop sharing, the use of a collaborative platform https://whiteboard.microsoft.com, online discussion with the students, publishing study materials, assigning and collecting homework, online evaluation and commenting, publishing evaluations, creating and publishing records, scheduling meetings in the calendar, etc. *Teams* is basically a combination of an LMS tool and a video conferencing tool. Its advantage is that it is integrated with other applications within Office 365. The tutorial for creating and managing the course is available at https://www.youtube.com/watch?v=eb6mhYd9_as. A manual prepared by MU Brno is in the Intranet https://intranet.upjs.sk/op/op.Public.php?documentid=2307.

c) Big Blue Button is available for the Faculty of Science of UPJŠ. Once registered, it can also be used by staff and students from other university workplaces. It allows video and audio transmission, on-line discussion, on-line voting, collaborative desktop work, and more. It is an extended version of *Skype*, but does not enable organizing an entire course as *Teams*. However, it is useful in a combination with another instrument.

d) Webex https://www.webex.com may be used in combination with or without the CISCO Telepresence products. In addition to audio and video transmission, the tool also allows desktop sharing.

e) Within the SANET community it is possible to use the *Vibe* collaborative tool: https://vibe.ezuce.com. It features great stability for multiple users, allowing online communication, desktop sharing, video and audio transmission. The system allows meeting planning. For more information, please visit https://www.upjs.sk/prosodovedecka-fakulta/technicom/eZuce/. The system provides on-line support.

f) *Zoom* is another available tool, which apart from audio and video transmission also allows desktop sharing. Zoom is available from the following website: https://zoom.us.

5. Organizing polls and on-line voting

During COVID-19 the *Socrative* tool is available for free: https://socrative.com.

6. Overview of available tools for distance education

A more comprehensive overview of distance education tools is available on the UNESCO site or locally within the Intranet of UPJŠ: https://en.unesco.org/themes/education-emergencies/coronavirus-school-closures/solutions.

7. Presentation of the method of teaching

Since it is necessary to have proper data for both operational and strategic decision-making in connection with the transition to distance education, we recommend for each workplace to prepare an overview of the currently used teaching methods, e.g.: https://ics.science.upjs.sk/distancne-dzdelavanie-pocas-karanteny/.

WARNING: Using distance education applications essentially means increased data traffic. This can be limiting for some participants and can negatively affect the performance of the whole system. Therefore, we recommend to always consider what needs to be transferred, and also to take into consideration the individual possibilities of the participants.