

Announcement no. 11/2020
of the Dean of the Faculty of Letters of the University of Wrocław
of 15 September 2020
on the way of organising teaching activities at the Faculty of Letters
in the winter semester of the academic year 2020/2021

Classes at the Faculty of Letters in the academic year 2020/2021 are conducted under the rules contained in Ordinance no. 116/2020 of the Rector of the University of Wrocław of 3 September 2020 on the principles of the operation of the University of Wrocław in connection with the COVID-19 epidemic and Regulation no. 118/2020 of the Rector of the University of Wrocław of 7 September 2020 on the introduction of the principles of distance learning at the University of Wrocław.

The following principles govern the matters not covered by the above regulations:

1. Classes at the Faculty of Letters are taught in the following forms: traditional, e-learning, remote, hybrid or mixed, combining the types mentioned above.
2. By 30 September 2020, the institute/chair deputy directors for teaching shall submit the final information on the form of all classes to the competent vice-deans for full-time or part-time studies in the form of the table included in Appendix 1 to this Announcement. The competent vice-deans shall immediately decide on the possibility of conducting classes in the suggested form.
3. The remote classes should be taught using MS Teams application under the Microsoft Office 365 license in the synchronous mode on the date specified in the schedule for a given field of study and a given year. Particularly in the case of seminars, discussion classes and classes, the methods and techniques used should make it possible to activate students, to make them ask questions, express themselves and perform various tasks.
4. All teaching materials, *e.g.* recordings, text files, presentations, *etc.* should be made available to students within the time limits specified for a given course in the class schedule (on a specific day and at a specific time) using MS Teams application or other Microsoft Office 365 tools. A different date for making materials available should always be agreed upon with students.
5. The instructor may require students to participate in classes with their cameras switched on.
6. In the case of the remote and hybrid forms of classes, there is no possibility of combining groups.
7. In exceptional situations caused by pandemic factors, the student may apply to the competent vice-dean for full-time or part-time studies for an Individual Study Organisation. The applications which have been given a positive opinion of course instructors, the institute deputy director/chair deputy head for teaching or student's matters will be considered.
8. Communication with the Dean's Office employees and the employees of the secretariats of the institutes/chairs belonging to the Faculty of Letters should primarily take place through e-mail and telephone. When it is necessary to submit documents in the paper form, each building should have a special place for the safe submission of documents. The directors of the institutes/heads of the chairs at the Faculty of Letters are responsible for organising the circulation of paper documents.
9. Signing oaths and issuing student identification cards for first-year students of full-time undergraduate studies will take place from 28 September 2020 to 01 October 2020 according to the schedule attached as Appendix 2 to this Announcement. Master's students and part-time students will be notified of the dates of signing oaths (contracts) and issuing student identification cards after the recruitment process for particular fields of study is completed.