

**Ordinance No. 24/ R/20
of the Rector of the University of Gdańsk
of 12 March 2020**

**on managing teaching, academic and research activity at the University of Gdańsk
in the emergency period due to the risk of COVID-19 coronavirus transmission**

under article 23 paragraph 2 item 2, article 50 paragraph 1 and article 51 paragraph 1 of the Act of 20 July 2018 - Law on Higher Education and Science law (Journal of Laws of 2020, item 83) in connection with the Act of 2 March 2020 on emergency solutions related to preventing, counteracting and eradicating COVID-19 as well as other contagious diseases and resulting crises (Journal of Laws of 2020, item 374) in compliance with the recommendations of the Ministry of Science and Higher Education - the following is ordered:

§ 1.

1. During the suspension of classes specified in separate provisions, deans and directors of general university units are obliged to enable academic teachers to conduct e-learning courses and/or online classes.
2. Conducting classes in the form referred to in paragraph 1 is subject to the consent of the dean or director of the general university unit.
3. The dean's office or the secretariat of a general university unit in particular:
 - 1) keeps records of e-learning/ online classes;
 - 2) verifies the participation of students, doctoral students or students in e-learning or online classes;
 - 3) supports academic teachers in conducting e-learning or online classes.

§ 2.

The deans and directors of general university units are obliged to discontinue the laboratory activity of employees, students and doctoral students in specialised laboratories and to complete experimental cycles. Supervisors should enable students and doctoral students to continue research in the remote system.

§ 3.

As of 16 March 2020, teachers and academic staff are obliged to conduct online consultations for students in fixed hours previously announced on the unit website.

§ 4.

1. Heads of scientific and research organizational units and project managers are obliged to organize research work in accordance with the guidelines of sanitary authorities.

Whenever possible introduce remote work and limit employee encounters in laboratories.

2. During the period referred to in § 1 item 1, deans and directors of general university units are responsible for ensuring the organization and continuity of scientific and research work as well as care for research apparatus, animals and plants, as well as other materials intended for research.

§ 5.

Records of classes referred to in § 1 section 2 item 1, and other documentation of conducted e-learning or on-line classes should be submitted to the Education Section (*Dział Kształcenia*) immediately after the suspension period.

§ 6.

The ordinance enters into force on the day of signing and is valid until further notice.

Rector
of the University of Gdańsk

prof. dr hab. Jerzy Gwizdała

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<i>Title of the internal normative act</i>	The ordinance of the Rector of the University of Gdańsk on managing teaching, academic and research activity at the University of Gdańsk at the time of emergency due to the risk of COVID-19 coronavirus transmission
<i>Act No.</i>	
<i>Release date</i>	
<i>Template author</i>	Organization and Legislation Office, in accordance with the guidelines of the Rector's Council
<i>Justification for implementation</i>	managing teaching, academic and research activity at the University of Gdańsk at the time of emergency due to the risk of COVID-19 coronavirus transmission
<i>Acknowledged by</i>	Prof. A. Kłoczyński - Chairman of the Committee for preventing the spread of COVID-19 coronavirus
<i>Information on the legal opinion</i>	
<i>Date of entry into force</i>	
<i>Notes</i>	