

# WARSAW UNIVERSITY OF TECHNOLOGY

## Regulation No. 110 /2021 of the Warsaw University of Technology Rector of 18 November 2021

on the functioning of the Warsaw University of Technology during the Covid-19 epidemic as of 19 November 2021

Under Article 23 section 1 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2021, item 478, as amended), in connection with the regulations based on Art. 46a and Art. 46b point 1-6 and 8-13 of the Act of 5 December 2008 on prevention and counteracting infections and infectious diseases in people (Journal of Laws of 2020, item 1845, as amended), § 13a of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661) and Regulation of the Minister of Health of 20 March 2020 on establishing the state of epidemic in the territory of the Republic of Poland (Journal of Laws of 2020, item 491, as amended), it is resolved as follows:

### § 1

1. The basic teaching mode at the Warsaw University of Technology shall be in-person teaching. Remote courses may be taught for large lecture and seminar groups.
2. In justified cases, the Rector may take the decision to conduct classes in the following forms:
  - 1) remote blended learning – most courses are taught remotely with in-person courses constituting up to 30% and comprising contents that are key for the field of studies;
  - 2) remote learning – classes are conducted online, with in-person classes reduced to the minimum and held only insofar as required for a specific education cycle to be completed within the required time frame;
3. In justified cases, including on the request of the head of the basic organizational unit, the Rector may take the decision to conduct courses in other forms than those specified in sections 1 and 2, upon consultation with the Team for coordination of preventive measures at the Warsaw University of Technology related to potential covid-19 infection risk.
4. The head of the basic organizational unit shall be responsible for the teaching conditions.
5. In justified cases, the head of the basic organizational unit may take the decision to change the mode of teaching to remote teaching for a specific period of time, no longer than 14 days. The Rector shall be immediately notified of the decision in writing.
6. Class teaching and diploma examination organization methods, as well as the rules for student internships, shall be determined by the head of the basic organizational unit, subject to the procedures and rules of conducting courses determined by the Rector and following the regulations arising from Regulation no. 99/2020 and Regulation no. 100/2020 of the WUT Rector.
7. In justified cases, when warranted by the epidemiological situation and subject to the procedures and rules of conducting courses determined by the Rector, internships envisaged by the study programme may be completed in a different manner than usual, provided that the associated internship learning outcomes are achieved.

### § 2

1. Cultural, entertainment, integration and scientific events (i.e. concerts, conferences, trainings etc.) at the Warsaw University of Technology may be organized face-to-face, subject to applicable laws and safety rules, upon prior notification of the Rector.

2. Foreign guests on a visit to the Warsaw University of Technology shall sign a declaration following the template in Annex no. 1 hereto (in Polish) or in Annex no. 2 hereto (in English).

### § 3

1. On University premises, in all rooms and confined spaces, everyone shall cover their mouth and nose with a mask, except for situations specified in sections 2 and 3 and in relevant legal provisions.
2. From the obligation referred to in section 1 the following shall be exempt:
  - 1) staff members who are at their workstation in a room not visited by persons from outside;
  - 2) staff members who are at their workstation and are separated from visitors with a barrier, except for persons who directly contact visitors when dealing with the matters;
  - 3) persons who are eating or drinking;
  - 4) persons who are speaking when teaching a class or giving public speeches.
3. In justified situations, the Rector may take the decision to exempt from the obligation to cover the mouth and nose with a mask other persons than those listed in section 2.
4. In order to limit the spread of COVID-19 and ensure the safety of students, doctoral students and employees, the heads of basic and university-wide organizational units who organize work or classes at the University shall:
  - 1) place alcohol-based hand disinfectants in each classroom and at stands for providing services to students, doctoral students and persons from outside;
  - 2) provide disinfection after each use of stationery at stands for providing services to students, doctoral students and persons from outside;
  - 3) promote frequent hand washing by posting hand washing instructions in sanitary facilities and keeping sanitary facilities clean;
  - 4) take, when needed, other reasonable precautions as appropriate for the classes taught or rooms used.
5. The persons who teach classes to students and doctoral students at the University shall air the rooms after each class.

### § 4

The main users of Warsaw University of Technology facilities shall:

- 1) place disinfectants along with relevant information (in Polish and English) at the entrances to buildings for them to be used by every entering and exiting person;
- 2) have university buildings, classrooms, air conditioning units, sanitary facilities and frequently touched surfaces (handrails, dinner tables, sports equipment, door and window handles, elevator buttons, teaching aids, etc.) cleaned and disinfected;
- 3) place elevator use rules at the elevator doors (in Polish and English);
- 4) create or update emergency contact lists and place them near first aid kits;
- 5) secure a suitable room for temporary isolation of people.

### § 5

The Director of the Main Library shall lay down and publish in Polish and English the Main Library Rules, following the applicable safety rules and requirements.

### § 6

The safety procedures for student halls of residence, the Training and Recreation Centre in Grybów, the recreation centers in Sarbinowo, Ublik, and Wilga, the WUT Kindergarten and the WUT Students' Hostel shall be established by the Chancellor pursuant to the relevant safety rules and regulations.

### § 7

1. In individual, duly justified cases, the head of the basic or university-wide organizational unit may introduce remote work for an employee. The information of the decision with the

substantiation, in particular the period of remote work, shall be forwarded by email to the Vice-Rector for General Affairs by the head of the basic or university-wide organizational unit.

2. For staff of the central administration organizational units who report to the Rector, Chancellor, or Bursar, the decision on introduction of remote work shall be taken by the Vice-Rector for General Affairs, Chancellor or Bursar, respectively, at the request of the head of a given organization unit.
3. For staff of the Branch in Płock, the decision on introduction of remote work for an employee shall be taken by the Vice-Rector for Branch in Płock.
4. Remote work means that staff members perform their regular duties outside their permanent workplace using remote work tools and remain at the disposal of the head during remote working hours, subject to the unit's work schedule. The employee shall inform the immediate supervisor of the place of performing remote work and of any change in the place of performing remote work.
5. Whenever requested by the immediate superior, a remote employee shall come to the workplace at the University.
6. Introducing remote work shall not reduce the remuneration.
7. Remote work is only allowed where the type of work allows it.
8. The heads of organizational units shall ensure the continuity of their units' work and maintain working time records in this respect.

#### § 8

1. When symptoms of SARS-CoV-2 infection are observed, an employee shall immediately contact a primary care physician, immediately inform about this the immediate superior, and stay at home or immediately leave the workplace and go home or to the temporary isolation room.
2. The information referred to in section 1 shall be communicated to the head of the organizational unit by mail or by phone, following which the doctor's recommendations shall be complied with.
3. The employee shall immediately inform the head of the organisational unit on the requirement to remain in home isolation or the requirement to be quarantined due to exposure to the disease caused by the SARS-CoV-2 virus, or of any change in the information.
4. The information referred to in section 3 shall be forwarded to the head of the organisational unit with the information on obligatory quarantine or home isolation by email or by phone and it shall also be sent by email to the address: [powiadomienia@pw.edu.pl](mailto:powiadomienia@pw.edu.pl).

#### § 9

1. When symptoms of SARS-CoV-2 infection are observed, a student or doctoral student shall immediately contact a primary care physician, immediately inform about this the relevant vice-dean for student affairs, and stay at home or immediately leave the workplace and go home or to the temporary isolation room.
2. The information referred to in section 1 shall be communicated to the relevant vice-dean for student affairs by mail or by phone, following which the doctor's recommendations shall be complied with.
3. The student or doctoral student shall immediately inform the relevant vice-dean for student affairs of the requirement to remain in home isolation or the requirement to be quarantined due to exposure to the disease caused by the SARS-CoV-2 virus, or of any change in the information.
4. The information referred to in section 3 shall be forwarded to the relevant vice-dean for student affairs with the information on obligatory quarantine or home isolation by email or by phone and it shall also be sent by email to the address: [powiadomienia@pw.edu.pl](mailto:powiadomienia@pw.edu.pl).

§ 10

In case of students and doctoral students living in halls of residence, the student or doctoral student shall in the first place follow the safety procedures for the hall of residence laid down by the Chancellor, referred to in § 6.

§ 11

The informational campaign addressed to the members of the academic community shall be run by the Office for Communication and Promotion, using available communication methods. The aim of the communication is reliable and efficient information of the academic community on the relevant rules of functioning of the University during the COVID-19 pandemic.

§ 12

This Regulation shall apply respectively to participants of postgraduate studies and other forms of education at WUT.

§ 13

Regulation No. 104/2020 of the WUT Rector of 30 September 2020 on the functioning of the Warsaw University of Technology during the COVID-19 epidemic as of 1 October 2020 with amending regulations no. 58/2021, 67/2021 and 84/2021 shall expire.

§ 14

The Regulation shall enter into force on the day of its signing.

R E C T O R

Professor Krzysztof Zaremba