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Faculty of Political Science
and International Studies
University of Warsaw

Faculty of Political Science and International Studies

Faculty Teaching and Learning Council guidelines of September 23rd 2020 on online teaching and learning in the 2020/2021 Autumn term at the Faculty of Political Science and International Studies, University of Warsaw

1. Online teaching and learning will be provided in accordance with the existing class schedule. Synchronous teaching and learning through real-time conferencing tools is regarded the primary and basic mode of instruction. A permanent link may be generated and shared with students for classroom access.
2. No more than 1/3¹ of the total pool of study hours (for lectures - 50%) shall be taught through asynchronous teaching and learning tools. The following rules apply to asynchronous teaching and learning:
 - lectures shall be recorded and uploaded to a dedicated repository platform and shall be accessible for students for no less than one week;
 - tutorials, workshops, laboratories and seminars – assignments/tasks and short lectures on course content shall be recorded and uploaded to a dedicated repository platform.

Asynchronous teaching shall be provided in a way that allows for progress towards the learning outcomes foreseen for particular courses in the respective study programmes.

3. Online teaching and learning activities – both synchronous and asynchronous – shall take place on regular basis with a clearly articulated topic for each session of the educational activities.
4. The provided course classes shall follow a unified pattern, including in particular a unified set of tools used and unified criteria/methods of assessment.
5. It is recommended that a shared repository platform be set up for each course, where materials and student assignments can be stored and on which the asynchronous part of teaching and learning shall take place.
6. Each assignment given by the teacher and submitted by the student shall be subject to assessment, with feedback (comments, remarks, explanations) provided by the teacher to a student in oral or written form.
7. At the beginning of each course conducted (fully or partially) through real-time conferencing tools the teacher and the student group will make a consensual

¹ The e-learning courses are excluded from these rules.



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decision on a policy regulating the use of cameras. The approved policy shall consider all possible consequences of the use or rejection to use cameras, both by the students and the teacher.

8. Before the beginning of each course the teacher shall update the syllabus which must include the relevant information, such as the form of instruction of the course, tools used, attendance rules, and assessment requirements. It is recommended to provide students with a list of mandatory readings in electronic form.

9. The teacher of a particular course is obliged to schedule weekly office hours with detailed dates and times. If a course is taught online, the teacher shall provide a link to online office hours.

10. Students and teachers logging into online learning tools and repository platforms shall use e-mail accounts on the University of Warsaw domain: @student.uw.edu.pl (for students) and @uw.edu.pl (for teachers)².

11. The following tools for online teaching and learning shall be used:

-for synchronous teaching in form of real-time conferencing - Google Meet and Zoom³;

-for asynchronous teaching - Google Classroom (alternatively other G-Suite tools: Google Drive and Google Forms) and Campus.

In exceptional cases, and subject to approval from the particular Heads of Studies, as well as the relevant group of students, it shall be allowed to use other tools offered by the University of Warsaw.

12. Online teaching can be conducted from the classrooms of the Faculty of Political Science and International Studies on terms specified by the Dean of the Faculty.

² Here you can find the link for creating the student email:
<https://it.uw.edu.pl/en/uslugi/UslugiMojaPocztaGmailStudent/>

³ Once a licence has been purchased by the University of Warsaw.