**ORDER NO. 2/2021 OF THE VICE-DEAN FOR STUDENTS AFFAIRS - HEAD OF THE DIDACTIC UNIT OF THE FACULTY OF POLITICAL SCIENCES AND INTERNATIONAL STUDIES**

25 November 2021

concerning the temporary transition to remote learning from 1.12.2021 to 14.12.2021 at the Faculty of Political Science and International Studies

Based on § 3 section 4 of the Order No. 112 of the Rector of the University of Warsaw of 16 September 2021 on the organization of education in the academic year 2021/2022 (UW Monitor of 2021, item 223), amended by Order No. 140 of the Rector of the University of Warsaw of 15 November 2021 on amending the ordinance No. 112 of the Rector of the University of Warsaw of 16 September 2021 on the organization of education in the academic year 2021/2022 (UW Monitor of 2021, item 283) and § 6, § 7, § 8, § 12, § 15 of the Regulation No. 111 of the Rector of the University of Warsaw of 16 September 2021 on the organization of classes, examinations, and credits in remote mode (UW Monitor of 2021, item 222), I order the following:

**§ 1**

1. Didactic classes conducted at studies: bezpieczeństwo wewnętrzne, european politics and economics, europeistyka – integracja europejska, europeistyka (second degree), organizowanie rynku pracy, politologia, polityka społeczna, stosunki międzynarodowe, studia euroazjatyckie, undergraduate programme in international relations, undergraduate programme in political science, graduate programme in international relations, graduate programme in political science will be temporarily held remotely from 01.12.2021 to 14.12.2021.

2. In justified cases, at the request of the teacher, the Vice-Dean for Students Affairs - Head of the Didactic Unit (KJD) WNPiSM may allow conducting classes or consultations on a full-time, stationary basis.

**§ 2**

1. Remote classes are held synchronously, i.e. on the dates specified in the class schedule.

2. Credits and examinations are carried out remotely. In justified cases, the Head of the Didactic Unit may allow a full-time form of crediting a subject or an exam at the request of the teacher conducting the classes.

3. Diploma examinations are held stationary. At the justified request of the thesis supervisor, the Head of the Didactic Unit may decide to conduct the diploma examination remotely.

4. Office hours for students are conducted remotely or - with the consent of the Head of the Didactic Unit, at the request of the person conducting the consultations - stationary.

5. To conduct classes, office hours, examinations, and test only in a remote way, the following IT tools are used:

- tools available on the university e-learning platform "Kampus" run by the Digital Competence Center of the University of Warsaw;

- Google tools available as part of the "G Suite for Schools and Universities" package, including in particular the Google Meet tool;

- the "Zoom" tool;

- at a justified request of the teacher, the Head of the Didactic Unit may allow the use of another IT tool, in accordance with § 12 of Regulation No. 111 of the Rector of the University of Warsaw of 16 September 2021.

6. The person responsible for conducting the classes, tests, exams and office hours with students with the use of the mentioned IT tools is the person holding the classes. Therefore, he or she informs the students about the form of classes and the IT tool used for this purpose, at least 3 days in advance.

7. At the request of the Head of the Didactic Unit, the Dean of the WNPiSM (Head of the Organizational Unit) provides a room (part of the WNPiSM resources), equipped with an appropriate IT infrastructure enabling the conduct of classes, office hours, examinations and tests remotely, in accordance with § 15 of the Regulation No. 111 of the Rector of the University of Warsaw of 16 September 2021.

**§ 3**

The ordinance comes into force on 1 December 2021.

dr hab. Maciej Raś

Vice-Dean for Student Affairs WNPiSM

Head of the Didactic Unit