

**ORDINANCE**  
**of the Rector of Krakow University of Economics**  
**No. R.0211.24.2024**  
from 19 June 2024

on  
**organization of education at the Krakow University of Economics in  
the winter semester of the academic year 2024/2025**

Acting pursuant to Article 23 section 2 point 2 of the Act of 20 July 2018 The Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended) and § 16 section 1 and section 7 point 2 of the Statute of the Krakow University of Economics, the following is ordered:

**§1**

1. In the cases specified in the Ordinance, classes at the Krakow University of Economics in the winter semester of the academic year 2024/2025 may be conducted using distance learning methods and techniques via the university's MS Teams application (classes conducted remotely, in synchronous mode) or the Moodle e-Platform (classes conducted remotely, in asynchronous mode).
2. Whenever the ordinance refers to the teacher or another person co-conducting classes, it should be understood as a teaching employee or a research-teaching employee.
3. Classes in full-time first-cycle studies and long-cycle Master's degree studies will be conducted on a full-time basis, subject to paragraph 4.
4. In the case of full-time long-cycle master's degree studies in the fourth and fifth year, major lectures, general lectures and elective lectures will be carried out remotely, in synchronous mode. Other classes will be carried out on-site.
5. In the case of full-time second-cycle studies and part-time first-, second-cycle and long-cycle studies, major, general and specialization lectures as well as elective lectures will be carried out remotely, in synchronous mode. Other classes will be carried out on-site.
6. Diploma seminars in the case of classes at the studies referred to in sections 3-5 will be carried out on-site on the KUE Campus or remotely, in synchronous mode, in accordance with the decision of the lecturer.
7. Exceptions to the rules referred to in paragraphs 3-5 may result from the individual consent of the Vice-Rector for Education and Students issued at the justified request of the Director of the Institute. The Director of the Institute informs students about the decision at least 7 days before the start of classes conducted in a form other than the one planned.

8. In addition, after meeting the conditions referred to in paragraph 10, it is permitted to conduct classes remotely, in synchronous mode, subject to the following hourly limits:
  - 1) in the case of courses that last 15-30 hours – the limit is 2 hours,
  - 2) in the case of courses that last 31-45 hours – the limit is 4 hours,
  - 3) in the case of courses that last 46-60 hours – the limit is 6 hours,
  - 4) In the case of courses that last 61-90 hours – the limit is 8 hours.
9. The provision of paragraph 8 does not apply in the case of teaching classes in the form of:
  - 1) laboratory classes on the following degrees: Product Innovation, Product Quality Engineering, Commodity Science, Transport and Shipping, Management and Production Engineering, and Spatial Management, excluding classes in the computer laboratory;
  - 2) physical education classes.
10. Classes delivered under the conditions referred to in paragraph 8 will apply to all forms and levels of study (full-time and part-time first- and second-cycle studies, as well as full-time and part-time long-cycle studies) and all forms of classes, and are admissible on the basis of a written agreement between the teacher and the students (signed on behalf of the students by the head of the group/head of the program) and another person co-conducting these classes, while maintaining the limits of classes conducted remotely. It is possible to agree by e-mail in the domains uek.krakow.pl and student.uek.krakow.pl.
11. The teacher reports information about the remote form of classes to the Teaching Department: Scheduling Section, to the following e-mail: harmonogramy@uek.krakow.pl, at least 7 days before the agreed date of classes given in the timetable. Changing the form of classes to a remote form is possible without changing the date of classes included in the timetable.
12. The Vice-Rector for Education and Students may also depart from the rules set out in sections 3-5 in other particularly justified cases, by way of an announcement issued at least 3 days before the planned date of changing the form of classes.
13. Classes are conducted from 8:00 a.m. to 9:00 p.m.
14. For postgraduate studies, MBA studies, as well as those carried out at the KUE Doctoral School, separate regulations apply, issued by the Rector at the request of the Vice-Rector for Science or another authorized person, respectively.

## **§2**

1. In the winter semester of the academic year 2024/2025, consultations for students will be carried out on-site on the KUE Campus or remotely, in synchronous mode, according to the decision of the lecturer.
2. The number of consultations for full-time and part-time students is specified in §17 of the Work Regulations of the Krakow University of Economics.
3. Information about the form and dates of consultations, as well as links necessary to conduct them, is required to be published by the teacher in the e-business card on the KUE e-Platform (Moodle), no later than 7 days after the start of the relevant semester.

4. For students of part-time studies, consultations will be held on Fridays after 3:45 p.m., Saturdays or Sundays.
5. The teacher is obliged to respond to messages from students (sent via e-mail in the uek.krakow.pl and student.uek.krakow.pl domains, chat within the Microsoft Teams platform or discussion forum on the Moodle platform) no later than 72 hours, including working days. In the absence of an answer, the student has the right to notify the head of the Department, and in the absence of contact – the Director of the Institute where he or she studies.

### **§3**

Verification of learning outcomes in full-time and part-time studies will take place on-site, on the KUE campus.

### **§4**

The ordinance enters into force on the date of signing.

Acting Rector

Dr Habil. Bernard Ziębicki, Associate Professor