

ORDER No. 6/04/2020
of the Vistula School of Hospitality Rector
of 30 April 2020.

on the verification of achieved learning outcomes using information technology tools

Pursuant to article 76a section 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), §15 section 2 point 2 of the Statute of the Vistula School of Hospitality and in connection with to § 1 of the Regulation of the Minister of Science and Higher Education of 23 March 2020 on temporary limitation of the functioning of some entities of the higher education in relation to preventing, counteracting and combating COVID-19 (Journal of Laws of 2020, item 511, as amended), it is hereby ordered as follows:

§ 1.

1. This Order defines the principles and methods of organizing verification of the achieved learning outcomes specified in the study program, in particular of conducting course final tests and examinations, as well as conducting diploma exams with the use of information technology means. The Order applies to students of full-time and part-time, first and second-degree programs.
2. The Order shall apply to course final tests and exams conducted with the use of distance learning methods and techniques, via the Microsoft Teams application and the PLATON educational platform, a special mode of completing compulsory vocational internships, summer camps and to Bachelor's, Engineering and Master's diploma examinations.
3. Verification of learning outcomes achieved with the use of information technology tools must ensure control and recording of the process.

§ 2.

1. In the process of assessment and validation of learning outcomes achieved through formal means with the use of distance learning methods and techniques, the number of ECTS credits assigned to a given course in the implemented study program is to be maintained.

2. An ECTS credit corresponds to 25-30 hours of student work including classes conducted with the use of distance learning methods and techniques, organized by the University and students' individual work related to these classes.
3. The duties and tasks of students underlying the formative and summative assessments are determined by the subject syllabus.
4. Academic teachers conducting classes are obliged to specify the methods and criteria for the verification of each learning outcome envisaged for a given course conducted with the use of distance learning methods and techniques.
5. Any changes to the course syllabus in terms of principles, criteria and ways of verifying learning outcomes, in connection with the introduction of distance learning methods and techniques to the didactic process, require the approval of the study program director and must be presented to students immediately.
6. Academic teachers are required to provide students with a schedule of systematic completion of partial tasks ensuring the achievement of the assumed learning outcomes.
7. Academic teachers provide regular feedback to students regarding their progress in study which becomes the basis for the assessment of the learning outcomes achieved during classes conducted with the use of distance learning methods and techniques.
8. Academic teachers are obliged to conduct online consultations for students.
9. All activities related to monitoring the learning process of students and providing feedback to them are recorded on the PLATON platform, in USOS or another dedicated tool, e.g. e-mail.
10. Verification of learning outcomes used to issue a summative assessment is carried out with the use of information technology tools - using forms and methods that are suitable for the verification of a given type of learning outcome presented in the course syllabus.
11. Exams and written tests are carried out via the PLATON platform.
12. Oral exams are conducted through the Microsoft Teams application.
13. Documenting and archiving the verification process of learning outcomes take place via the PLATON educational platform and the Microsoft Teams application.

§ 3

1. The process of examination must be recorded. Due to the need to limit the use of unauthorized assistance, the exam should be conducted in accordance with the following principles:

- 1) the examiner is required to check the identity of the student taking the exam, a student ID may be treated as the basic document confirming identity; the examiner checks the student's name, photograph, and the student ID card number,
 - 2) the student cannot mute the microphone and must remain within camera range during the entire duration of the exam; breach of this obligation results in receiving an unsatisfactory grade for the exam,
 - 3) questions are asked by the examiner one by one; students cannot have access to questions not yet asked,
 - 4) the examiner does not allow students time to prepare for the answer; it is recommended to prepare questions in such a way that students would not have to make additional notes.
2. If a given exam question(s) involves drawing diagrams, etc., students should be advised about the need to prepare paper and a pen or pencil.
 3. After the exam, students are informed by the examiner about the grade obtained during the exam.
 4. In the case of detected irregularities during the test or oral exam, the examiner is obliged to notify the Dean of this fact.
 5. The above principles shall apply to crediting final tests accordingly.

§ 4.

1. The general principles and procedure for crediting obligatory internships are contained in the Terms and Conditions of Vocational Student Internships at the Vistula School of Hospitality.
2. If, due to reasons resulting from the bans and restrictions introduced to prevent, counteract and combat SARS-CoV-2 infection, it is not possible to continue internships already commenced and conducted on the basis of an agreement between the University and the employer, the duration of the internship may be reduced.
3. If the faculty year tutor assesses that the learning outcomes have been fully achieved during the already completed part of the internship, the internship can be considered as completed.
4. The learning outcomes assigned to student internships can be achieved in an alternative way, e.g. by conducting online distance classes in the form of practical classes or laboratories (e.g. simulations).

5. The decision on crediting the completed part of internships or the method to complete the remaining learning outcomes envisaged for them is made by the Rector or a faculty year tutor acting under Rector's authority.

§ 5.

1. The general rules and procedure for completing compulsory summer camps for the VSH students are contained in the Summer Camp Regulations of the Vistula School of Hospitality.
2. If, for reasons arising from the prohibitions and restrictions introduced to prevent, counteract or combat infection by the SARS-CoV-2 virus, it is not possible to organize camps in the manner specified in the abovementioned regulations, the learning outcomes assigned to the summer camp for students can be achieved in an alternative way, e.g. by conducting classes in the form of practical classes or projects (e.g. simulations) remotely.
3. The decision on ways to achieve learning outcomes resulting from the summer camp is made by the Rector.

§ 6.

1. The general principles and the course of the diploma process, including the procedure for conducting diploma exams, are set out in the VSH Terms and Conditions of Study and the Terms and Conditions of Awarding Diplomas.
2. Diploma exams conducted with the use of information technology tools take place via the ZOOM application.
3. Detailed organizational solutions and the conduct of diploma examinations are set out in the Appendix to this Order.

§ 7.

1. Obtaining credits for all classes conducted with the use of distance learning methods and techniques specified in the student semester study plan is compulsory and subject to settlement in accordance with the rules set out in the University's Terms and Conditions of Study.
2. The dates of the examination session for each of the study modes are in accordance with the: Organization of the Academic Year 2019/2020 document and a detailed schedule of crediting and exams is presented in USOS at least 14 days before the start of the exam session.
3. The general supervision over the process of verifying learning outcomes is exercised by the Rector, and the duties in organizing and controlling the process are carried out by the Dean in cooperation with the study programs directors.

§ 8.

The provisions of the Order shall apply accordingly to the verification of learning outcomes achieved by post-graduate students.

§ 9.

The principles of organizing the verification of the achieved learning outcomes using information technology tools set out in this Order shall remain in force until revoked by the Rector.

§ 10.

Order No. 3/03/2020 of the Vistula School of Hospitality Rector of 16 March 2020 on conducting diploma exams using audio-video technology is hereby repealed.

§ 11.

The Order enters into force on the day of its signature.

Rector

Prof. Jolanta Żyśko

Detailed organizational solutions and the conduct of diploma examinations

§1

Principles of organizing the diploma examination using information technology tools

1. Before taking the exam, the student is informed by the Chairman of the Committee about conducting the diploma exam using audio-video technology, about recording the exam for documentation purposes (the defence recording will be kept in the University's resources) and that he/she cannot invoke the fact of the diploma examination being conducted with the use of audiovisual technology as grounds for submitting an appeal against the examination committee's decision.

The student should confirm the received information.

2. Both the student and examination committee members must have appropriate equipment and technical conditions allowing them to participate in the diploma examination conducted with the use of audiovisual technology.
3. Both the student and examination committee members must be trained by the IT department in the ability to participate in audiovisual conferences.
4. When organizing an examination for a student who stays in a different time zone, time differences should be taken into account so as to avoid conducting the examination outside of 8-20 hours local time at the student's place of residence.

§2

The procedure for preparing the diploma examination using audiovisual technology

1. The student shall inform the dean about the location of the examination and the type of audiovisual equipment which he/she will use not later than two days before the examination date.
2. Prior to the examination, the IT department shall confirm the possibility of conducting the examination based on the equipment available to the student.
3. Both the student and examination committee members are informed by the dean's office about the planned time of conducting the examination and the expected time of readiness to connect and conduct a video conference.
4. All persons taking part in the examination must see and hear each other clearly.

5. In particular, the student must be clearly visible on the screen. It is advisable to use the so-called medium shot showing the person from the waist up.
6. The room in which the student is taking the examination should be properly lit so that the image is sufficiently bright.
7. The student must be alone in a separate room, and no other person is allowed in the student's examination room. The Committee has the right to ask the student to show the entire room.
8. The remote examination must be conducted using both visual and audio interaction, i.e. it is not possible to conduct the examination solely with audio using only the microphone.
9. It is recommended to test all equipment beforehand and run a test connection before commencing the examination.

§3

Examination procedure using audiovisual technology

1. The content and course of the examination conducted with the use of audiovisual technology are in principle the same as in the case of the examination conducted by traditional method. However, additional procedures are introduced due to the specifics of online communication.
2. The Chairman of the Committee is obliged to check carefully the identity of the diploma student, on the basis of his/her student ID (or other document with photo), compare the photos on the ID card and in the USOS system, and, in case of doubt, ask the student about his/her basic personal data.
3. The University reserves the right to verify the person taking part in the examination: before, during and after its completion. If it is determined that the examination was taken by a person other than the one entered in the protocol, the result of the examination is cancelled and the student bears legal consequences.
4. The student answers three questions, the first of them regards the thesis and it is asked by the reviewer of the diploma thesis, and the numbers of the other two (one on the field knowledge and one on specialty knowledge) are drawn by the Chairman of the Committee in such a way as to ensure that this activity is visible to the student and examination committee members, and that it is recordable.
5. The content of the questions is read and recorded in the examination protocol and in the chat.

6. It is recommended that the student has sets of questions relevant to his/her field of study and specialty printed out by himself/herself in order to facilitate understanding the content of the questions which he/she must answer.
7. The student must not use any materials or electronic equipment other than those necessary to conduct the examination.
8. The diploma examination is an oral exam. The student has a few minutes to collect his/her thoughts and take short notes that constitute a plan of speech. The process of taking notes must be recorded with a camera.
9. In the event of insufficient connection quality or suspected third party involvement or unethical behaviour identified by the committee, the examination may be interrupted at any time.
10. If communication is interrupted during the examination and the connection cannot be re-established, the examination must be completed and re-organized under general principles.
11. Each examination postponed for technical reasons should take place within one month of the original date.
12. If communication fails during the examination and connection cannot be re-established, the examiners must decide which part of the examination should be accepted as passed and which should be completed during the next examination.
13. If communication is interrupted at the end of the exam, and the examiners jointly agree that further student responses will not change their decision, the examination may be terminated. In this case, the student should be notified of the decision of the committee members.

§4

Closed part of the examination, completion of the examination protocol and announcement of the examination result

1. After the student has answered the questions, the closed part of the examination commences.
2. During the closed part of the examination, the student is asked to disconnect.
3. Examiners agree on partial grades and the Chairman of the Committee writes the result of the examination in the examination protocol, which he/she signs and submits with other documentation to the dean's office. Other commission members sign the protocol immediately, during their next visit to the University.

4. After the closed part of the examination is completed, the student is asked to reconnect to the meeting.
5. The Chairman of the Committee shall provide the student with the final diploma examination result together with justification.
6. The student should be allowed to make a short statement closing the examination.
7. In the event of technical difficulties with reconnecting the student to the proceedings, the Chairman of the Committee shall inform the student as soon as possible about the result of the examination by email sent via the USOS system.

§ 5

Final remarks

1. Technical conditions and instructions for conducting the diploma examination in an audiovisual form are contained in the document prepared by the IT Department and made available to students.
2. The IT Department takes part in diploma examinations, opening and closing each session, and provides support in the event of technical problems.
3. All organizational principles and requirements regarding the course of diploma examinations using audiovisual technology not included in this Appendix are contained in the Terms and Conditions of Study and the Terms and Conditions of Awarding Diplomas.