

**Communication No. 1/2020 of the Vice-Rector for Academic Affairs of the 15th May, 2020
on the rules for oral examination/credit procedures with the use of distant learning methods
and techniques at the Medical University of Silesia in Katowice**

Dear Students,

In consideration of your safety and according to recommendations of the Ministry of Science and Higher Education as well as the Minister of Health, the University has now implemented solutions offering the possibility of carrying out final credit and oral examination procedures in particular courses and committee examination procedures, with the use of information technologies ensuring both, monitoring and recording of the sessions. The rules for oral credit/examination procedures employing distant learning methods and techniques were introduced by the Resolution of the Rector of the Medical University of Silesia No. 72/2020 of 07.05.2020.

Having evaluated the functional values of the available IT solutions and given the safety of your personal data as well as following respective recommendations of the Conference of Rectors of Academic Schools in Poland (CRASP) and the Ministry of Science and Higher Education, the University authorities decided to carry out the examination/credit procedures in the form of a video-conference in real time through the e-learning platform of the Medical University of Silesia (<https://elearning.sum.edu.pl>) as well as the application Microsoft Teams available from Microsoft Office 365 (<https://office.com>).

Please note that all such services of the Medical University of Silesia dedicated to distant learning require the student to log on to @365.sum.edu.pl account at Microsoft Office 365. All e-mails regarding the examination will be delivered to these accounts. The access is available directly from <https://outlook.office.com> or after logging on to the portal <https://office.com>.

At least two days before the scheduled oral examination date, a student needs to ensure a test connection with the technical operator available at the video-conference platform Mon – Fri from 8 a.m. to 3.00 p.m. After logging on to the selected platform please choose the Technical Operator ("Operator Techniczny") tab. Should you have any enquiries or doubts please send an e-mail to the address operator@sum.edu.pl

In specific situations, well-justified by the student's own technical obstacles (no hardware, no access to the Internet) the University offers the possibility to take such examinations/credits on the University premises, taking all the demanded sanitary measures. Considering time needed to prepare the procedures, students are obliged to report such circumstances to the Dean's office 2 days before the scheduled examination/credit date at the latest.

Please note that students should acknowledge all information and educational materials available from the student service at <https://student.sum.edu.pl/ksztalcenie-na-odleglosc/>

Information about protection of personal data at Microsoft Office 365 and the e-learning platform of the Medical University of Silesia may be found at <https://privacy.microsoft.com/pl-pl/privacystatement>

and <https://elearning.sum.edu.pl/mod/page/view.php?id=10799> respectively.

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