

Dear Sir or Madam,

Professors and Lecturers,

Dear Students,

due to the great interest on your part, both of the Lecturers, as well as Students in remote classes held in synchronous form, I would like to summarize the information provided to you earlier, to present the most important issues related to this form of education.

In accordance with the University guidelines for the implementation of all modules/ subjects included in study plans for both first and second cycles of studies, conducting classes in synchronous form, i.e. real-time education using e.g. Microsoft Teams, Hangouts, ClickMeeting, Skype, Zoom etc. is possible and fully recommended by the University Authorities. Undoubtedly, this is a form of education that, despite being conducted remotely, allows interaction between the lecturer and student, and thus helps bring the form of education closer to what occurs in a direct contact class. It is still possible to conduct discussions, ask questions, in other words, actively participate in classes "here and now".

The decision on the form in which remote classes are conducted (synchronously or asynchronously - only via the WSF Platform) is always made, as it is in case of traditional education, by the person conducting the given subject, but it should undoubtedly be the result of the needs of both parties in the learning process: both the person conducting the subject and the students. In view of the above, having a fully "green light" from the University Authorities, I encourage you to dialogue and develop a common education model that will be as effective as possible from the point of view of the implementation of the study programme and the possibility to achieve the learning outcomes provided for by that programme.

From the information you provide to me on a regular basis, as well as from messages posted on the WSF Platform and in the e-dziękanat I know that many didactic classes in synchronous form are already conducted at our University and very often these classes are carried out in real time, i.e. according to the class schedule. I am sure and I know that from day to day there will be more and more classes of this type! I would like to thank all the Lecturers and Students for these effective activities and online meetings!

To all the WSF Students and Lecturers who decided to use the Microsoft Teams application as a learning tool in synchronous form, the University provided free access to this tool and granted appropriate licenses (using the MS Teams tool is very intuitive; people who are interested in using the tool or gaining competence in this area, we recommend using the HELP tab in the MST application; in case of any difficulties and need for consultation, please contact us at e-learning@wsf.edu.pl).

In accordance with the guidelines of the University, the Lecturer who decides to hold synchronous communication with Students should each time publish on the e-learning Platform (in the e-course dedicated to the subject) **the date of the meeting and an outline of the class**, a template of which is given in the attachment to this letter. The outline of the class is only a short text file, which contains the most important information about the class and the content discussed during it. This summary is extremely important from the point of view of the students – participants of the classes – and their needs. If for some reasons (whether personal or technical) a Student cannot participate in a "live"

meeting, the material posted on the Platform is a source of information about what material was covered in class and what issues should be prepared for the next meeting.

The outline referred to above should contain the following information:

- Date and hour of the meeting
- Communication tool (Microsoft Teams/ Hangouts/ ClickMeeting/ Skype/ Zoom etc. with an appropriate link to the meeting)
- Topics of classes
- Discussed issues (Information about pages from the textbook / workbook / other text / audiovisual sources that the student must read before classes or during classes. If there is no textbook, the lecturer publishes on the Platform a scan/ pdf/ link to materials from which are used in class)
- Information about homework/ issues to be prepared for the next online meeting (+ date of this meeting)

The summary prepared according to the above scheme is also a form of documenting remote classes. The requirement to document the realization of learning outcomes in digital form, as well as the necessity to make available materials covered during synchronous classes in digital form follow directly from the guidelines published on the website of the Ministry of Higher Education and Science on forms of implementing remote education at universities. I encourage you to read the document (<https://www.gov.pl/web/nauka/ksztalcenie-zdalne-na-uczelannie>).

Finally, thank you all for your commitment and huge mobilization to work! Stay at home - Study online from home - Work online from home! And above all, because now it is the most important thing, take care of yourself and stay healthy!

Dean of the Faculty of Modern Languages

dr Anna Pol