

ORDER No. 6/05/2023
of the Rector of Vistula School of Hospitality
of May 29, 2023

on the verification of achieved learning outcomes using information technology tools

Pursuant to Article 76a sec. 1 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and § 18 section 2 point 2 of the Statute of Vistula School of Hospitality, I hereby order as follows:

§ 1.

1. The 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 at the end of specific courses. The Order applies to full-time and part-time students of the first and second cycle of studies.
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.
3. Verification of the achieved learning outcomes with the use of information technology must ensure control and registration of the process.
4. Detailed organizational solutions and the course of diploma examinations are specified in a separate Rector's Order.

§ 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. One ECTS credit corresponds to 25-30 hours of student work, including classes using distance learning methods and techniques, organized by the University, and students' individual work related to these classes.
3. Students' duties and tasks constituting the basis for formative and summative assessment are defined in the course 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 course of the oral exam (via the Microsoft Teams application) must be recorded. Due to the need to limit the possibility of using 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. Obtaining credits for all classes conducted with the use of distance learning methods and techniques specified in the student's semester plan of study is obligatory and is subject to settlement in accordance with the rules set out in the Terms and Conditions of Study.
2. The dates of the examination session for each mode of study are consistent with the organization of the academic year.

3. General supervision over the process of verifying the learning outcomes is exercised by the Rector, and the duties related to organizing and controlling the course of this process are performed by the Dean in cooperation with the study programs directors.

§ 5

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

§ 6

1. Order No. 6/04/2020 of the Rector of Vistula School of Hospitality of April 30, 2020 on the verification of achieved learning outcomes using information technology tools is hereby repealed.
2. The Order comes into force on the date of its signature.

pp. Rektor`s
Prorector

Prof. Krzysztof Celuch