



UNIwersytet Jagielloński
w Krakowie

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**Announcement No. 24
of the Rector of the Jagiellonian University
of 16 September 2021**

on: organization of education in the academic year 2021/2022

As of 1 October 2021, the Jagiellonian University returns to on-site mode of education, with the exception of classes specified by the Deans of the Faculties / Heads of the organizational units of the University, which will be held remotely.

Following the sanitary regulations in force, employees, students, and doctoral students of the Jagiellonian University are obliged to cover their mouth and nose with a mask in all common spaces (corridors, elevators, toilets, administrative rooms, reading rooms), observe the rules of social distancing, and use hand sanitizers before entering the classrooms.

During classes in classrooms, maintaining a distance of 1.5 metres between the instructor and the students is required. During breaks between classes, ventilating the rooms is mandatory.

In the interest of the health of students and doctoral students, to prevent the spread of the SARS-CoV-2 coronavirus, students are encouraged to cover their mouth and nose with a mask, if possible.

Upon publication of this announcement, the rules introduced by the announcement No 27 of the JU Vice-Rector for Educational Affairs of 5 October 2020 on the security policy on preventing the spread of the SARS-CoV-2 virus – educational affairs (as amended) cease to apply.

Detailed guidelines on sanitary and epidemiological safety can be found in the document **Safety Policy for Counteracting the Effects of the Coronavirus (SARS-CoV-2)**, attached to this announcement.

Rector

Prof. dr hab. Jacek Popiel

Applies to:

– all organizational units of the Jagiellonian University (excluding Collegium Medicum)

Safety Policy for Counteracting the Effects of the Coronavirus (SARS-CoV-2)

Chapter 1

General recommendations and safety rules for counteracting the effects of coronavirus (SARS-CoV-2)

Rules for entering the University buildings

People entering the University buildings must follow the current safety rules established in connection with the epidemic.

It is obligatory to cover the mouth and nose with a mask in all common spaces.

Work organization of units related to the service of candidates, students, and doctoral students

General rules

It is recommended that the units providing services to candidates, students, and doctoral students respect the following safety rules:

- administrative services should be carried out through distance communication, if possible,

In matters that do not require the issuance of an administrative decision, the student may apply via:

- a) email sent from personal email address in the domain student.uj.edu.pl, on the terms specified by the dean;*
- b) the USOSweb system.*

Study Regulation § 2 it. 12

- dealing with matters in University buildings should take place upon prior appointment via the queuing system/email/MS Teams,
- in the service area, it is obligatory to cover the nose and mouth with a mask,
- the distance between people in one room should be kept, adjusted to the size of the room, and to the size of the area preceding entrance to the room.

Receipt/renewal of student/doctoral student ID

The collection of student ID cards or their renewal should occur using the queue system or through a designated person.

IMPORTANT: As the regulation of the Minister of Education and Science of 25 February 2021 on the temporary restrictions on the operation of certain entities of higher education and science in connection with prevention, counteraction and combating COVID-19 has been repealed, student and doctoral ID's **will remain valid for 60 days from the repealing of the regulation, i.e. until 14 October 2021.**

It is recommended for students with a PESEL number to activate student mLegitymacja (mobile student ID).

More information on mLegitymacja can be found at:

<https://studiuje.uj.edu.pl/studenci/tok-studiow/mlegitymacja> (in Polish)

The course of education

Organization of classes

For on-site classes, appropriate safety measures should be taken, including:

- limiting the possibility of gathering in front of classrooms and teaching rooms when entering and exiting classes,
- classes may be attended only by persons registered for the course who does not experience any symptoms suggesting an infectious disease, who is not in quarantine, isolation, or staying with the person in quarantine,
- course participants should have their writing materials/required aids,
- it is recommended that the classes are planned and conducted in the smallest possible group of people, appropriate for the size of the room,
- during classes, it is recommended that all participants cover their mouth and nose with a mask, if possible.

Student practice

Coordinators/proxies for student practices are required to keep a register of persons delegated to practices. Record of persons present at the practice should be kept in units where the training is carried out.

Exams and credits

It is allowed to conduct remote final exams/credits, in accordance with [regulation No. 131 of the Rector of the Jagiellonian University of 17 November 2020](#) on the rules for organizing the verification of obtained learning outcomes as specified in the study program using electronic means of communication (in Polish).

For on-site exams, it is recommended to properly apply the security measures specified in the section "Organization of classes."

Diploma examination

It is allowed to conduct remote diploma exams, in accordance with [regulation No. 105 of the Rector of the Jagiellonian University of 30 September 2020](#) (in Polish) on the organization of diploma exams using electronic means of communication.

If the diploma exam is conducted in a University building, it is recommended to set a specific exam time for each student and apply the security measures specified in the section "Organization of classes" adequately.

International mobility

Foreign trips of students and doctoral students

Departures for studies and internships are carried out in compliance with the security measures and rules at the University.

Persons qualified for a trip to a foreign university are advised to:

- monitor the epidemiological situation in the destination country,
- follow announcements and information published on the websites of Polish diplomatic missions located in the destination country,
- register the trip on the website of the Ministry of Foreign Affairs "Odyssey": <https://odyseusz.msz.gov.pl/>,

- familiarise themselves with the scope of benefits covered by your travel insurance and possibly purchase an additional insurance policy if needed,
- stay in touch with the exchange coordinator at the host university.

It is recommended to keep in touch with partner universities about the organization of services for international students and the organization and forms of conducting classes during the mobility by students and doctoral students of the Jagiellonian University.

Arrivals of international students and doctoral students

Arrivals are carried out in compliance with the security measures and rules at the University.

Persons qualified to visit the Jagiellonian University are recommended to:

- read announcements and recommendations issued by the Ministry of Health and the Chief Sanitary Inspectorate often,
- follow announcements issued by the authorities of the Jagiellonian University, the dean or the head of the host unit, the International Students Office,
- stay in touch with the home university and follow announcements published on the website of the relevant diplomatic mission of the incoming person's country of origin, located in Poland,

Visitors are obliged to:

- comply with the preventive measures in force at the Jagiellonian University, including those included in this procedure,
- immediately inform the International Students Office at the Jagiellonian University and the appropriate unit of the home University about any changes of the current place of stay, including the decision to return to the country of origin and resignation from participation in the exchange program,
- using email in the @student.uj.edu.pl domain as the main communication channel at the Jagiellonian University.

Accommodation in student dormitories of the Jagiellonian University (not applicable to Medical College)

Check-in

Check-in is based only on a referral issued by the University according to allocations. Administration offices of the dormitories download the referrals from USOS. It is not possible to change the allocated place upon check-in.

Resignation from a place in a dormitory

A person who wants to resign from allocated place is obliged to immediately provide this information in USOSweb by using the "Resign" (Zrezygnuj) option.

Rules for allocating places in rooms

The Resident Council allocates places in particular rooms based on the referrals to the dormitories. The allocation takes place before check-in as far as available places in particular rooms allow, having in mind reservations of places, limitations resulting from level of disability, and persons with whom student would like to live, indicated in the application. Contacting the Resident Council is possible only by email or MS Teams on the dates specified on the website of the JU Student Government.

The Resident Council, in the period from the date of issuing the first referrals to 28 September, successively provides the administration office of the dormitory with information about the allocated rooms.

Persons who receive a referral after 27 September will be allocated places in particular rooms by the administration office of the dormitory.

Administration office prepares resident's cards based on referrals, information regarding allocation of places in rooms, and payments made by students (does not apply to the Bursa Jagiellońska dormitory).

Date and time of check-in

Person allocated a place in a JU dormitory is obliged to set the date and time of planned check-in by submitting the electronic application form sent by email by the administration of the dormitory. Person who visits a dormitory in order to check-in without previously filling in the application form or on a date other than declared will be served last, considering the working hours of the administration of the dormitory.

Check-in procedures

Person allocated a place in a JU dormitory has to report on the day and time they chose to the administration office of the student dormitory in which they have been allocated a place in order to check-in. Upon check-in a student or a doctoral student is obliged to submit a signed statement confirming, among others, that they:

- have acquainted themselves with the Regulations of the JU Student Dormitories,
- undertake to make payments for the place in the dormitory in a timely manner,
- undertake to comply with the rules of living in the JU dormitory, including procedures aimed at the prevention of the spread of SARS-CoV-2 virus,
- have been informed and accept that in the event of COVID-19 infection or contact with an infected person their place in the JU dormitory is not the designated place for the quarantine or isolation and therefore they are not eligible to demand from the University of from the administration of the JU student dormitory that they are provided with a place for quarantine or isolation, or food.

The template of the statement with a link to the current regulations is provided by email by the administration office of the JU dormitory.

The check-in in a dormitory of the person allocated a place is done in person, without accompanying persons (excluding guardians of persons with disabilities or minors).

After submission of the statement, the person allocated a place in a JU dormitory is provided a key to the room and (excluding Bursa Jagiellońska dormitory) a resident's card by the administration of the dormitory.

Upon check-in, each person is obliged to cover their nose and mouth (during check-in at the administration office of the dormitory and during carrying in personal belongings) and to disinfect hands each time when they enter the building.

Restrictions on the entrance to the student dormitory

Rector, in response to an increased epidemic threat, may decide to introduce restrictions on the entrance to the dormitory.

Check-in restrictions

Person who displays symptoms of illness (excluding chronic diseases) cannot take part in check-in. Person who observes that they are displaying symptoms of an illness should contact the administration office of the dormitory in which they have been allocated a place in order to set an individual date of the check-in. The validity of a referral of a person who has reported the inability to check-in due to health reasons is extended. The administration office of a dormitory may refuse to check-in a person that displays symptoms of an illness (excluding chronic diseases).

Failure to comply with the rules above may result in denial of accommodation.

Rules for the use of the dormitories

Obligations and restrictions

Persons staying on the premises of the dormitory are obliged to comply with the currently applicable safety rules established in connection with the occurrence of the epidemic.

Hand disinfection points are situated at the entrance to the building. The administration of the student dormitory is responsible for ensuring regular disinfection of surfaces such as handrails, elevator buttons, gym equipment, etc.

Persons who are not residents, whose body temperature is elevated (over 38 ° C) will not be admitted to the building.

The administration of dormitories, doormen and Resident Councils inform students about the sanitary rules in force and are obliged to react in the event of their violation.

Failure to comply with the above-mentioned sanitary rules for the functioning of student dormitories constitute the basis for deprivation of a place in a dormitory.

Instructions and information posted at the dormitories

The following information is placed in students dormitories (in Polish and in English):

- in visible places:
 - information on the need to strictly follow certain rules regarding hand hygiene, hygiene when coughing and sneezing, avoiding touching the mouth, nose and eyes with your hands, and absolute avoidance of close contact with other people, in particular those with respiratory symptoms;

- telephone numbers to the sanitary and epidemiological station and medical services as well as for instructions on how to proceed in the event of noticing symptoms that may indicate infection with SARS-CoV-2;
- in common areas – information on the number of people who can use the room at the same time;
- in public toilets, kitchens and laundry rooms – instructions for washing hands;
- by the dispensers with disinfectant – instructions for disinfecting hands.

The dormitory receptions are equipped with non-contact thermometers.

Contacting the administration of the student dormitory

If the nature of the case does not require personal contact with administration employees, residents are required to contact them by email or telephone. In the event of personal contact with the dormitory staff, residents are required to cover their mouths and nose.

Places of isolation

In each dormitory, separate rooms (additionally equipped with personal protective equipment and disinfectant) are designated as places of isolation.

Relocation

In justified cases, residents of dormitories may be relocated to another room, suite, or building during the academic year. Administrators of the dormitories inform the authorities of the Jagiellonian University and the Student Government of the Jagiellonian University about the planned relocation. The form of changing places and the course of check-in is determined directly between the administration and the relocated residents.

If the resident does not consent to the accommodation for a vacant place in a double room or the accommodation of a second person to a double room occupied by the resident – the resident who does not consent to the change is obliged to pay 175% of the rate for a place in a double room.

Introducing changes in the functioning of dormitories

In response to the change in the epidemiological situation, sanitary rules for the functioning of dormitories may change during the academic year. Changes to the rules are introduced in consultation with the administrators of dormitories, the Jagiellonian University Student Government and the Jagiellonian University Doctoral Students' Association.

Rules of conduct in the event of suspected infection in a dormitory

Procedure in the event of alarming symptoms or contact with an infected person

If the resident of the student dormitory observes symptoms of an infectious disease, they should immediately contact the nearest sanitary and epidemiological station or their primary care physician and notify the administration of the student dormitory.

From the moment of noticing symptoms, the resident is obliged to stay in their room and not leave it until they receive instructions from sanitary and epidemiological station or primary care physician. The student should inform the administration of the dormitory on an ongoing basis about any recommendations regarding the course of action.

Quarantine

From the moment of recommending quarantine, both the person suspected of being infected, and persons accommodated with them in one room or suite with a shared bathroom are obliged to stay in their rooms/suites for the period specified in the current recommendations of the Ministry of Health regarding quarantine. The exception is leaving the dormitory to undergo a medical visit, take a SARS-CoV-2 test, or move to the place of isolation (*izolatka*). During this time, they may not use

common rooms, i.e. corridors, kitchenettes and kitchens outside of their room/suite, laundry rooms, smoking rooms, reading rooms. People referred for a quarantine after crossing the borders of the Republic of Poland are obliged to inform the administration of the student dormitory about this fact.

Referral for tests for the detection of SARS-CoV-2 virus

If a resident of a dormitory receives a referral for tests to detect the presence of the SARS-CoV-2 virus, they should travel by individual means of transport. When leaving the room to undergo a medical visit / take a SARS-CoV-2 test, or move to the place of isolation (*izolatka*), the resident of the student residence should take far-reaching precautions, i.e. cover tightly their mouth and nose and, if possible, not touch the surfaces in the building.

Procedure in the event of symptoms of an acute respiratory infection or a diagnosis of SARS-CoV-2 infection

If a resident of a dormitory shows symptoms of an acute respiratory infection, they should travel by individual means of transport to the nearest infectious diseases ward. If a resident of a dormitory cannot reach the hospital by individual transport, their primary care physician (as part of the phone or online consultation) and the sanitary and epidemiological station can order a sanitary transport for them. The administration of the dormitory should be immediately notified about the visit of a resident to the infectious diseases ward.

A person confirmed to be infected with SARS-CoV-2 (positive test result) is obliged to immediately report this fact to the administration of the dormitory. Depending on the state of health, such a person will be referred to a municipal isolation room or a hospital.

Rules for quarantine or isolation

A resident of a dormitory in quarantine or isolation is responsible for their own food (it is advisable to order meals and shopping with delivery) and to bear its costs. A dormitory resident in quarantine or isolation names a person responsible for transferring food (shopping, meals) from the reception desk to the resident's room from among the dormitory residents. If it is not possible to name such a person, they will be appointed by the Resident Council. The indicated person must agree to be designated by the Resident Council.

The administration of the dormitory, at the request of the resident, confirms in the selected document form that the resident of the dormitory has been in quarantine or isolation to determine the manner of conducting classes. After the end of the isolation period, cleaning and disinfection of touch surfaces are carried out in isolated rooms.

The room in which the person who has been confirmed to be infected is accommodated will be excluded from use for a minimum of 48 hours and disinfected. If a co-resident is confirmed to not have been in contact with the infected person, they are informed about the inability to use the room and recommended to stay in the place where they are currently staying. If this is not possible, an alternative room is provided.

The head of the dormitory notifies the authorities of the Jagiellonian University and the sanitary and epidemiological station of all cases of quarantine, confirmation of infection, or isolation and, in consultation, determines further steps, which may include:

- taking steps to transport an infected person to a hospital or a place of isolation;
- determining the area in which the infected person (or a person with infectious symptoms) moved and stayed until the isolation and routine cleaning of these places and the person's room along with disinfection of touch surfaces;
- establishing a list of people in contact with the infected person until isolation;
- implementation of additional procedures taking into account the specifics of the case.

Violation of the quarantine rules is subject to penalties specified in separate regulations and is the basis for deprivation of a place in the dormitory.

Reporting the infection

Procedure in case of experiencing alarming symptoms

In case of experiencing symptoms of an infectious disease:

- remain at your current place of stay and
- contact a primary care physician's clinic (phone or online consultation) or call the nearest sanitary and epidemiological station (Regional Sanitary-Epidemiological Station in Kraków: 667 881 188 (emergency phone number) and inform about your symptoms.

Procedure in case of necessity to go to a hospital

In case of necessity to go to a hospital use the individual means of transportation – do not use the public transportation.

Data of the hospital with an infectious diseases or observational-infectious diseases ward:

Infectious Diseases Clinical Department: ul. Jakubowskiego 2,
phone 12 400 20 47 or 12 400 20 20, klinika.zakazna@su.krakow.pl

Contact with an infected person:

Procedure in case of a contact with an infected person

In case of a contact with a coronavirus infected person, call the sanitary-epidemiological station immediately and inform them about your situation to receive further instructions.

Close contact with the SARS-CoV-2 coronavirus infected person means:

- staying in the immediate closeness (face to face) with an infected person at a distance of less than 2 metres for more than 15 minutes,
- direct physical contact with a person infected with SARS-CoV-2 virus (e.g. shaking hands),
- direct contact, without using means of personal protection with the secretions of a person suffering from COVID-19 (e.g. touching a used tissue, exposure to the cough of an infected person),
- staying in the same rooms as the person suffering from COVID-19 for at least 15 minutes (e.g. in an apartment, classroom, waiting room at a hospital or clinic, conference hall),
- contact on a plane or another means of public transport i.e. persons taking two seats in each direction from a person suffering from COVID-19, staff members servicing the section where the infected person sits.

(źródło: <https://www.gov.pl/web/koronawirus/>)

In case of questions or doubts, call the National Health Fund hotline: **800 190 590**.

Procedure for students and doctoral students in case of infection with SARS CoV-2 or a necessity of quarantine

Students and doctoral students in case of an infection with coronavirus or a necessity of quarantine should inform the authorities of the university via email:
covidstudent@uj.edu.pl

The university does not cover the costs of the quarantine of the students/doctoral students.

Useful links

- Phone consultations – the registry of primary healthcare facilities (POZ): <https://www.gov.pl/web/koronawirus/teleporady-poz>
- Sanitary-epidemiological stations: <https://www.gov.pl/web/koronawirus/malopolskie2>