



**Ordinance No. 4/2020  
of the Rector of the Lublin University of Technology  
of 19 September 2020**

*on the Ordinance No. R-63/2020  
of the Rector of the Lublin University of Technology of 18 September 2020 on  
temporary organisation of activities of the University in the winter semester of  
the academic year 2020/2021*

Pursuant to Article 23(1) of the Act of 20 July 2018 - The Higher Education and Science Law (Journal of Laws of 2020, item 85, as amended) and Article 9(8) of the organisation Statute of the Lublin University of Technology, I announce, in the appendix of hereby Ordinance, a consolidated text of the Ordinance No. R-63/2020 of the Rector of the Lublin University of Technology of 18 September 2020 on temporary organisation of activities of the University in the winter semester of the academic year 2020/2021, having regard to the ammendments implemented by the Ordinances of the Rector of the Lublin University of Technology: No. R-75/2020 of 13 September 2020 and R-82/2020 of 19 September 2020.

Rektor

*Prof. dr hab. inż. Zbigniew Pater*



**Ordinance No. R-63/2020  
of the Rector of the Lublin University of Technology  
of 18 September 2020**

*on the temporary organisation of activities of the University in the winter  
semester of the academic year 2020/2021*

Pursuant to Article 23(1) in conjunction with Article 51(1) of the Act of 20 July 2018 - The Higher Education and Science Law ( Journal of Laws of 2020, item 85, as amended), the Regulation of the Minister of Science and Higher Education of 21 May 2020 on the temporary limitations concerning the operation of certain higher education entities and learning in relation to preventing, counteracting and combatting COVID-19, Article 30 of the Statute of the Lublin University of Technology and in conjunction with §1(2)(1)(b) of Appendix No 3 to the Work Regulations of the Lublin University of Technology published under Ordinance No. R-62/2019 of the Rector of the Lublin University of Technology of 30 September 2019, I hereby order as follows:

**§ 1.**

**General information**

1. If employees and students of Lublin University of Technology suspect that they can be infected with COVID-19 or are placed in quarantine, they are obliged to immediately notify the following persons about the situation, by telephone or e-mail:
  - 1) for employees – the heads of units (Deans, Facility Managers and the relevant Deputy Rectors, Bursar, Chancellor and Rector);
  - 2) for doctoral students – the Director of the Lublin University of Technology Doctoral School;
  - 3) for students – Deputy Deans for Student Affairs;
  - 4) for post-graduate studies, courses and training – heads of the specified forms of learning.

1a. Persons who had a contact with a person infected with COVID-19 or sent to the quarantine due to the possibility of SARS-CoV-2 infection but do not show any suspect mentioned in the Article 1, nor were they placed in the quarantine, inform respectively as in the Article 1.

2. The Heads of Units, Chairs of councils for scientific disciplines, Deputy Deans for Student Affairs and Heads of post-graduate studies, courses and training are obliged to communicate the above-mentioned information to the Rector without undue delay. In consultation with the sanitary epidemiological service, the Rector orders further actions to organise safe working conditions (Article 207 §2 of the Labour Code).

3. The Head of an Organisational Unit is obliged to:

- 1) review the announcements published by the Chief Sanitary Inspectorate (CSI) and the Lublin University of Technology on a daily basis;
- 2) stay in contact with the employee concerned, and supervise the results of their remote work;
- 3) report the situation to the employer.

4. The Dean may instruct an academic teacher, and the Head of the Unit may instruct the employee who is not an academic teacher, to perform the work specified in the contract of employment remotely when:

- 1) there is a suspicion that the employee may be infected with the coronavirus as a result of contact with an infected person or a person suspected of being infected with the coronavirus;
- 2) the employee recently visited the areas of a large-scale transmission of the coronavirus specified in the CSI guidelines;
- 3) the employee's health deteriorated and the symptoms characteristic of the coronavirus infection occurred;
- 4) in other cases, specified in the guidelines of the Chief Sanitary Inspectorate (CSI),

if it is technically possible and the type of work allows it, and the employee is not dismissed from the performance of work.

4a. In the case of the application of the ordinance from the Article 4 to the academic teacher, the Head of the Faculty or College:

- 1) organises a replacement in the range of classes realised in the mode stated in the Article 4(3)
- 2) shows the employee different obligations that allow to fulfil their workload on a minimal required level or – with the consent of the

employee passed by the business e-mail – dismisses the employee from the necessity to perform work in this range preserving the right to wage

- 3) keeps record of the possible replacements
- 4) immediately informs about the above mentioned the Department of Education and Study course.
5. In justified circumstances, the employee may apply to the Head of Unit (i.e. Rector, Deputy Rector, Dean, Chancellor) for exercising the remote work option referred to in Article 3 of the Act on the specific solutions related to preventing, counteracting and combatting COVID-19 and other infectious diseases and crisis situations that they caused (Journal of Laws of 2020, item 374, as amended).
6. Social distancing required under the law should be maintained at the University premises.
7. Using e-mail and telephone for intra-university communication and limiting personal contacts is recommended.
8. Before entering the building of Lublin University of Technology for the first time on a specific day, each person who is not the University employee is obliged to submit a signed questionnaire for the preliminary qualification compliant with the contents of Appendix No. 1 to this Ordinance and to disinfect their hands. If such person fails to submit the completed questionnaire or provides at least one affirmative answer to any of the questions in the questionnaire, they will not be able to enter University buildings.
9. All persons staying in the University buildings are obliged to observe the CSI guidelines.
10. The rules concerning students' stay in individual rooms depend on the nature of classes and shall be communicated by a lecturer.
11. The relevant Dean, in consultation with Facility Managers, supervises the procedure for entering a given faculty's premises. The persons conducting the procedure for entering a given University building are appointed by the Dean or Facility Manager, based on the name lists provided by the Heads of Organisational Units of the University.
12. The Centre for Scientific and Technical Information of the Lublin University of Technology is running operations according to the amended rules published on the website: [biblioteka.pollub.pl/pandemia](http://biblioteka.pollub.pl/pandemia).

## § 2.

## **Business domestic and foreign trips/arrivals of foreign visitors**

1. The open-type events, such as: conferences, symposia, lectures, celebrations, artistic performances and other meetings of this type organised by the Lublin University of Technology. As well as the events organised by external entities on the premises of Lublin University of Technology are cancelled until further notice. The open-type events may be organised with the consent of the Rector.
2. Lublin University of Technology's official domestic and foreign trips as well as trips to domestic and foreign conferences for employees, doctoral students/attendees of Doctoral School, students and attendees of post-graduate studies shall be suspended. Arrivals of foreign visitors to the Lublin University of Technology are also suspended. Participation in the above-mentioned trips is permitted after receiving Rector's consent.
3. The consent for the trips mentioned in Article 2 may be issued by the Rector on an individual basis.
4. To receive a consent for an official domestic trip, an employee should submit the following documents to the Rector:
  - 1) the letter in the form set out in Appendix No. 2 to this Ordinance;
  - 2) the application - K;
  - 3) the declaration that the current, domestic sanitary and epidemiological requirements forming Appendix No. 3 to this Ordinance were read and accepted.
5. To receive a consent for an official domestic trip, a student should submit the following documents to the Rector:
  - 1) the letter in the form set out in Appendix No. 2 to this Ordinance;
  - 2) the agreement forming Appendix No. 1 to the Ordinance No R-12/2013 of the Rector of the Lublin University of Technology of 15 February 2013;
  - 3) the declaration that the current, domestic sanitary and epidemiological requirements forming Appendix No. 3 to this Ordinance were read and accepted.
6. To receive a consent for an official foreign trip (hereunder referred to as: *the trip*), an employee should submit the following documents to the Rector:
  - 1) the letter in the form set out in Appendix No. 2 to this Ordinance;
  - 2) the application - referral to a foreign trip forming Appendix No. 1 to the Ordinance No. R-15/2009 of the Rector of the Lublin University of Technology of 30 January 2009; or  
business travel order issued in the framework of the international educational programmes forming Appendix No. 3 to the Ordinance No R-

70/2019 of the Rector of the Lublin University of Technology of 25 November 2019;

- 3) the declaration that the current, domestic sanitary and epidemiological requirements forming Appendix No. 3 to this Ordinance were read and accepted.
7. Long-term trips (longer than 30 days) are organised in a manner facilitating the possible stay in quarantine abroad (included in the length of such stay abroad).
8. Short-term trips (shorter than 30 days) are organised after the person who intends to go for this trip delivers the information received from the Scientific Research and International Relations Office or the Office of International Education that the purpose of this trip may not be achieved in the remote mode.
9. The trips to the countries with the high risk of COVID-19 infection specified, as at the day of departure, on the list published by the Ministry of Foreign Affairs on the website <https://www.gov.pl/web/dyplomacja/koronawirus-podroze-za-granice> are cancelled.
10. After the return, the employee concerned is obliged to do a test for COVID-19. The employee performs remote work until the test result is known. Depending on the nature of the trip, the test cost is covered from the private assets of the interested person or the University assets. The trip participant should determine the source of funding of the COVID-19 test in the declaration forming Appendix No. 3 to this Ordinance.
11. After the return to the country, the employee should observe the current sanitary and epidemiological requirements provided under generally applicable law.
12. It is suggested that the trips in the framework of the programmes for educational mobility should be organised in a remote form. The detailed rules for organisation and funding of the trips in a remote form are specified in the rules for specific programmes.
13. It is recommended that the trip participants purchase air tickets and tickets for other means of transport enabling a flexible change of the dates of departure and arrival.
14. To receive a consent for hosting a foreign visitor, the host should submit the following documents to the Rector:
  - 1) the letter in the form set out in Appendix No. 2 to this Ordinance;

- 2) the application forming Appendix No. 1 to the Ordinance No. R-37/2019 of the Rector of the Lublin University of Technology of 18 July 2019;
- 3) a scanned copy of declaration that the current, domestic sanitary and epidemiological requirements forming Appendix No. 4 to this Ordinance were read and accepted.

### **§ 3.**

#### **Halls of Residence**

1. Only students of the Lublin University of Technology may be accommodated in the Hall of residence. The ban on visits of third persons in the Students houses shall remain in force.
2. Employees of the Halls of residence are obliged to observe "The procedure for conduct in relation to the threat of COVID-19 infection in the Halls of residence of the Lublin University of Technology" of 8 September 2020, approved by the Chancellor and Rector's plenipotentiary for defence and safety.
3. Students accommodated in the Halls of residence are obliged to observe "The instructions and procedure for conduct of residents of the Halls of residence in the current epidemiological situation" of 10 September 2020, approved by the Chancellor and Rector's plenipotentiary for defence and safety.

### **§ 4.**

#### **Distance learning**

1. The didactic classes shall be conducted at Lublin University of Technology with the use of distance learning methods and techniques mentioned in Article 81(4) of the Act of 20 July 2018 - The Higher Education and Science Law (hereunder referred to as: *distance learning*).
2. Distance learning in all its forms shall be conducted by a lecturer in the buildings of the Lublin University of Technology and according to the adopted schedules. The provision of §1(5) of this Ordinance shall be applied accordingly.
3. Selected classes that cannot be realised with the use of distance learning methods and techniques (excluding lectures and recitation sessions) may - on a justified Rector's request (including the auditorial description of their realisation and the use of University's infrastructure ensuring safety of the persons taking and attending classes), after consulting the person responsible

fo the subject and their direct manager - be conducted with the personal participation of students, doctoral students or attendees of other forms of education, i.e. in the traditional form (without the use of distance learning methods and techniques) under the rules specified in §5 of this Ordinance.

4. The learning outcomes are verified under the rules specified in the Ordinance No. R-37/2020 of the Rector of the Lublin University of Technology of 30 April 2020, taking into consideration the current sanitary and epidemiological requirements under generally applicable law.
5. The internships provided in the programme of studies may be conducted under the rules specified in the Ordinance No. R-46/2020 of the Rector of the Lublin University of Technology of 26 May 2020.
6. According to Appendix to the Ordinance No. R-37/2020 of the Rector of the Lublin University of Technology of 30 April 2020, clearance slips for students completing their education shall be in electronic form.
7. The Office 365 platform is a mandatory tool for distance learning and remote verification of the learning outcomes. It is also permitted to use the Moodle platforms administered by the University units.
8. The lecturers conducting classes are obliged to inform the University students about the details of conducting distance learning classes.

## **§ 5.**

### **Traditional learning**

1. Under the decision referred to in §4(3) of this Ordinance, the Dean specifies the organisational details concerning the conduct of these classes.
2. Students may participate in scientific research conducted at the University as part of preparing diploma theses, research projects and activities of scientific circles.
3. Doctoral students may perform activities related to scientific research on site of the University.
4. During traditional classes attended in person by students, the current sanitary and epidemiological requirements under generally applicable laws should be taken into consideration.
5. In consultation with the relevant Dean, the Facility Manager shall specify the maximum number of people that may simultaneously stay in each room



where such traditional classes are going to be conducted with the observance of the mandatory rules of the sanitary regime. The information on the number of people should be displayed on the entrance door of such room and must be taken into account when these activities are planned.

6. In consultation with the Heads of laboratories and workrooms as well as the Heads of Organisational Units of the University, the Dean specifies the time schedules for the rooms mentioned in Article 4 of this section. The work organisation for a specific room is approved by the Dean, Head of an Organisational Unit or the persons authorised by them.
7. The approved schedule for activities of laboratories and the use of other premises should be communicated to Facility Managers who shall ensure the strict observance thereof and supervision as well as the procedure for handing over the keys and control over observance of regulations and shall ensure and verify disinfection of these rooms.
8. Deans, Heads of Organisational Units of the University, Heads of laboratories and workrooms and Chairs of the councils granting diplomas are obliged to properly prepare the rooms where the activities in the traditional form are going to be conducted and to equip them with sanitary equipment.
9. In consultation with the relevant Dean, the Facility Manager designates a room for isolation if an infection is suspected, according to CSI guidelines.
10. The activities in traditional form should be conducted in groups of students not exceeding the numbers specified in Article 4. The lecturer is obliged to verify and document the attendance of students at the classes.
11. It is recommended that the classes in traditional form are conducted in longer hourly blocks to limit the queue and exchange of students before and after classes (the half-day or one day long blocks for one group of students) with an appropriate break needed to ventilate and disinfect the rooms.
12. It is recommended that traditional classes are scheduled at such hours as to enable the students to arrive at their classes and return to their place of residence on the same day.

## **§ 6.**

### **The rules of documenting distance learning as part of remote work**

1. The classes conducted with the use of options mentioned in §1(5) of this Ordinance should be documented by the academic teacher in such a way that

when the classes are completed in a specific semester, the following documents confirming the completion of classes should be submitted in electronic form, including:

- 1) the list of registers from the distance learning platforms confirming the start and end of work as part of specific classes;
  - 2) results of tests, partial exams, test assignments performed in remote form;
  - 3) copies of other materials confirming the teacher's activities as part of remote work.
2. The academic teacher submits the list of classes conducted remotely using the form set out in Appendix No. 5 to this Ordinance for verification and approval.
  3. The documents referred to in Article 1 and the list of classes referred to in Article 2 of this section should be reviewed by a person performing verification, namely the head of: a faculty, college, degree course, training course, post-graduate studies, doctoral studies or the director of the doctoral school, a faculty coordinator for international exchange (hereunder referred to as: *the verifier*). As part of verification, the verifier is obliged, in particular, to conduct the assessment of the adequacy of documents attached to the list of completed classes. The results of activities performed by the verifier include, in particular,
    - 1) positive assessment of materials if the submitted documents are adequate;
    - 2) if the documents are not adequate, the verifier shall inform the relevant academic teacher about it and provide an opportunity to supplement these documents within maximum 5 working days;
    - 3) if the materials are not supplemented in the specified period, the verifier refuses to make a positive assessment in the scope being the subject of the assessment and provides a written statement of reasons for such decision.
  4. The decision that the classes are completed is, respectively, made by: for academic teachers of a specific faculty - the Dean, and for teachers from other units - the Deputy Rector for Student Affairs.
  5. A person approving the classes as completed should, in particular, verify completeness of the list approved by the verifier and, potentially, consult its contents with students taking part in the didactic process or administrators of the distance learning platforms.
  6. A person approving the classes as completed may consider them as completed regardless of the lack of verifier's approval, providing a written statement of reasons in a relevant part of the list of classes referred to in Article 2 of this section.

7. The verification and approval of the classes as completed is confirmed by signing the list of classes mentioned in Article 2 of this section. The verifier shall attach the list of classes to the reports of academic teachers on completion of didactic classes in the winter semester of the academic year 2020/2021.
8. The number of hours approved under this Ordinance and in line with the procedure set out in §4(3)(1) of Appendix No. 3 to the Work Regulations of the Lublin University of Technology is the basis for the calculation of remuneration for the completed classes.

### § 7.

The following documents shall be repealed as of the date when this Ordinance enters into force:

- 1) the Ordinance No. R-19/2020 of the Rector of the Lublin University of Technology of 11 March 2020 on counteracting the spread of COVID-19 disease among the population of the Lublin University of Technology, as amended;
- 2) the Ordinance No. R-26/2020 of the Rector of the Lublin University of Technology of 16 March 2020 on remote conduct of classes at the Lublin University of Technology, as amended;
- 3) Announcement No. 3/2020 of the Rector of the Lublin University of Technology of 10 March 2020 on departures and arrivals in relation to the threat of the coronavirus epidemic;
- 4) Announcement No. 8/2020 of the Rector of the Lublin University of Technology of 18 May 2020 on the organisation of the University operations from 25 May 2020;
- 5) Announcement No. 10/2020 of the Rector of the Lublin University of Technology of 5 June 2020 on the detailed instructions concerning the gradual restoration of the regular operations of the Lublin University of Technology in the scope of organising the educational process in the academic year 2019/2020.

### § 8.

The Ordinance shall enter into force on the day of signing.

Rektor



*Prof. dr hab. inż. Zbigniew Pater*

## THE PRELIMINARY QUALIFICATION QUESTIONNAIRE

building: .....

**Name and surname:** .....

**Contact telephone number:** .....

**Purpose of arrival to the University building:**

- didactic classes – a symbol of a dean’s group: .....
- other – the place of destination (room no or name of the unit or a person): .....

**1. Are you currently experiencing any of the following symptoms: a fever higher than 38°C, cough, shortness of breath or other uncharacteristic?**

- YES
- NO

**2. Have you visited the areas of a large-scale transmission of SARS CoV-2 virus in the country or abroad within the last 7 days?**

- YES
- NO

**3. Have you been in contact with a person who is known to have the confirmed SARS CoV-2 coronavirus infection within the last 7 days?**

- YES
- NO

....., hour .....  
*date*

.....  
*legible signature of the respondent*

**The ban on entering a building is binding upon a person who:**

- 1) answered YES to question 1,**
- 2) answered YES to question 2 or 3.**

**Information clause on the processing of personal data by the Lublin University of Technology to prevent and counteract the spread of SARS CoV-2 coronavirus epidemic on the campus of Lublin University of Technology**

1. The Lublin University of Technology, ul. Nadbystrzycka 38 D, 20-618 Lublin, is the controller of your personal data.
2. Mr Tomasz Joński is the data protection officer. You can write to the address: [iod@pollub.pl](mailto:iod@pollub.pl) in all matters concerning the processing of personal data and exercise of rights related to their processing.
3. Your personal data shall be processed in the scope resulting from the preliminary qualification questionnaire for the purposes arising from the education process and the need to be in contact with you using various channels of communication, i.e. electronic mail, telephone, the specific personal data and in relation to the publication of the Ordinance No R-.../2020 at Lublin University of Technology on the temporary organisation of the University activities in the winter semester of the academic year 2020/2021.
4. The processing of your personal data by the Lublin University of Technology is based on Art. 6(1)(a) and (c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing the Directive 95/46/EC (General Data Protection Regulation): compliance with a legal obligation to which the controller is subject arising, in particular, from reasons concerning the public interest in the field of public health – the processing is needed to comply with an obligation arising from provisions of law, in particular Article 207 of the Labour Code – namely, the obligation to ensure the safe and hygienic working conditions and Article 209<sup>2</sup>(1) of the Labour Code – namely, the obligation to take measures if the life or health of employees is threatened and pursuant to Art. 17 of the Act of 2 March 2020 on the specific solutions related to preventing, counteracting and combatting COVID-19 and other infectious diseases and crises that they caused (Journal of Laws of 2020, item 374) – the so-called special act.  
The above-mentioned objectives will not be achieved if you fail to communicate the data or to provide the consent for their processing.  
Processing of the personal data for the purposes and in the scope going beyond the activities referred to in §4(1) and in relation to the health protection requires a separate consent based on a specific, individual purpose of data processing if a provision of law does not provide the basis for the processing of such data.
5. Your personal data are processed for the time necessary for obtaining the result of COVID-19 test under mandatory provisions of the generally applicable law or the internal regulations adopted by the Lublin University of Technology.

6. The Lublin University of Technology may transfer your data to other data processors and to public authorities or entities authorised to obtain the data applicable provisions of law, e.g. courts, law enforcement bodies or state institutions if they request it under a relevant legal basis.
7. You have the following rights concerning the processing of personal data:
  - the right to withdraw the consent for the processing of data;
  - the right to access your personal data;
  - the right to request rectification of your personal data which are incorrect and to have incomplete personal data completed;
  - the right to request erasure of your personal data, especially if your consent for the processing of data is withdrawn and if there is no other legal basis for processing;
  - the right to request the restriction of processing of your personal data;
  - the right to object to the processing of your personal data due to your extraordinary situation in cases when we process the data under our legitimate interest or for the purpose of direct marketing;
  - the right to transfer your personal data entrusted only in case of the data processed under an agreement concluded with you or under the consent or when your data are processed by automated means;
  - the right to bring a complaint with a supervisory authority in charge of personal data protection – President of the Personal Data Protection Office.
8. You have the right to withdraw your consent for data processing at any time. Withdrawal of the consent does not affect the legality of processing conducted under your consent prior to its withdrawal.
9. Your personal data disclosed in the questionnaire shall be stored until the end of the current academic year 2020/2021. After expiry of that period, a collection with data obtained under the questionnaire shall be permanently destroyed.

## CERTIFICATE

This is to certify that Mr/Mrs ..... was not admitted to the building ..... on the day of ..... due to non-compliance with requirements of the preliminary qualification arising from the Ordinance No R- ...../2020 of the Rector of the Lublin University of Technology of ..... 2020.

A person conducting the procedure: .....

.....  
*(signature of a person issuing the certificate)*

Lublin, on .....

.....  
*name and surname*

.....  
*organisational unit*

**His Magnificence  
the Rector of the Lublin University of Technology**

**Request to give the consent for a trip/hosting of a foreign visitor\***

I hereby apply for the consent for\*\*:

the official trip to .....  
.....  
*country, university/hosting institution*

the trip\*\*\* to .....  
.....  
*country, university/hosting institution*

hosting a foreign visitor from .....  
.....  
*country, university/institution*

in a period .....  
for the purpose of .....  
.....

.....  
*signature*

\* *delete as appropriate*

\*\* *select a relevant option*

\*\*\* *refers to persons who are not employees of the Lublin University of Technology*



Lublin, on .....

.....  
*name and surname*

.....  
*organisational unit*

### DECLARATION

With regard to the trip for the purpose of .....,  
I hereby declare that I have acknowledged\* the sanitary and epidemiological situation in  
the place of destination, i.e. ....

I hereby undertake to observe the current sanitary and epidemiological  
requirements provided under generally applicable law, and additional recommendations  
adopted by the hosting university/institution\*.

*Refers to the official foreign trips of employees of the University*

After the return to Poland, I hereby undertake to do the test for COVID-19 in line  
with CSI guidelines, and to monitor my health for a period of 10 days, and to  
immediately contact a physician should any symptoms of COVID-19 occur.

The COVID-19 test shall be funded from:

- private assets,
- assets of the University - funding costs .....

.....  
*signature*

\* *delete as appropriate*

*Appendix No. 4  
to the Ordinance No. R-63/2020  
of the Rector of the Lublin University of Technology  
of 18 September 2020*

Lublin, on .....

.....  
*name and surname*

.....  
*organisational unit*

### **DECLARATION**

With regard to the arrival to Lublin University of Technology for the purpose of ....., I hereby declare that I have acknowledged\* the current, domestic sanitary and epidemiological requirements provided under generally applicable law, and additional requirements adopted by the Lublin University of Technology.

I accept that after the arrival at the Lublin University of Technology I may be requested to provide the results of COVID-19 test or to do this test at my expense.

.....  
*signature*

**The list of didactic classes completed with the use of distance learning methods and techniques in the winter semester of the academic year 2020/2021**

.....  
date

Faculty: .....

Department: .....

Lecturer's name and surname: .....

Lecturer's position: .....

No	Subject name	Field/form of studies	Level of studies/year or semester	Type of classes (L, S, RS, L, I)	The period in which the classes were conducted remotely (from.... to .....)	Number of hours taught remotely	Number of hours taught remotely and accepted by the verifier	Number of hours taught remotely approved by a person approving the classes as completed
1	2	3	4	5	6	7	8	9

The statement of reasons presented by a person approving the classes as completed:  
.....  
.....

.....  
.....

.....  
*lecturer's signature*

.....  
*stamp and signature of a verifier*

.....  
*stamp and signature of a person approving the classes as completed*