

**Information regarding remote teaching at the Faculty of Mechanical Engineering and Ship
Technology**

(effective of 22 February 2021)

1. In compliance with the ordinance of Rector no. 1/2021 of 14 January 2021, classes scheduled for the summer term at Gdańsk University of Technology and PhD Schools shall be conducted in the same manner as previously, i.e. in a remote mode using distance teaching methods and techniques, with the exception of classes indicated by the Heads of Departments as impossible to be realized in the remote mode.
2. Classes conducted in the remote mode are an integral element of the teaching process and are obligatory for the students. The obligation consists in participation in synchronous and asynchronous classes and timely completion of the tasks given by the teachers. Students who are unable to participate in remote classes due to technical reasons should report this fact immediately to a teacher conducting the classes, including the explanation of the situation.
3. Academic teachers conducting classes at the Faculty of Mechanical Engineering and Ship Technology are obliged to adjust the realization of classes to the guidelines contained in the [Ordinance of GUT Rector no. 1/2021 of 14 January 2021](#), regarding, among others, the introduction of rules on teaching, including remote teaching, and in compliance with the University's [Procedure no. 10](#) on Initiating and conducting classes using remote teaching methods and techniques. Classes conducted in the remote mode compliant with the above rules shall not be repeated in the stationary mode after reinstating the classes at the University.
4. Remote classes shall be coordinated by:
Mariusz Deja, PhD, ME – content matters,
Aleksandra Wiśniewska, PhD, ME – organizational matters – Department of Energy Production, Department of Mechanics and Machine Construction, Department of Machine Technology and Materials,
Roman Liberacki, PhD, ME – organizational matters – Department of Ocean Technology and Ship Technology,
Wioletta Braun, MSc, ME – formal matters connected with the Dean's Office,
Heads of the Departments or appointed personnel – monitoring the realization of classes.
5. Information regarding the classes shall be uploaded to [eNauczanie](#) platform. If other platforms are used to give information and materials to the students, there should be a redirection placed on [eNauczanie](#) platform.
6. The Faculty's administrator of [eNauczanie](#) is the team of eLearning coordinators and administrators consisting of:
Wioletta Braun, MSc, ME wbraun@pg.edu.pl - administrator (remote thesis defence exams),
Bogdan Ścibiorski, PhD, ME bscibior@pg.edu.pl – coordinator for Department of Energy Production, Department of Mechanics and Machine Construction, Department of Machine Technology and Materials,
Aleksandra Wiśniewska, PhD, ME alewisni2@pg.edu.pl - administrator for Department of Energy Production, Department of Mechanics and Machine Construction, Department of Machine Technology and Materials,
Karolina Miętka, MSc, ME karmiet1@pg.edu.pl – administrator for Department of Energy Production, Department of Mechanics and Machine Construction, Department of Machine Technology and Materials,

Klaudia Wrzask, PhD, ME: klawrzas@pg.edu.pl- coordinator for Department of Ocean Technology and Ship Technology,

Tacjana Niksa- Rynkiewicz, PhD, ME: tacjana.niksa@pg.edu.pl- administrator for Department of Ocean Technology and Ship Technology.

7. In compliance with the [guidelines of the Ministry of Education and Higher Education](#), in the event of full or partial transition to the remote teaching process, an academic teacher is obliged to prepare didactic materials and upload them to e-nauczanie platform in such a manner as to ensure that each student is assigned work compliant with the number of hours specified in the plan and program of the studies.
8. An academic teacher is obliged to ensure that the teaching effects specified in the study program and compliant with the subject sheet are met. If, due to the application of the remote teaching methods, any changes occurred within this range, they shall be specified by modifying the appropriate subject sheet.
9. Materials uploaded to [eNauczanie](#) platform **shall be available for the students at any time**. In case of webinars and other forms of synchronous teaching, the materials should also be available later due to possible problems with accessing the network, etc.. The materials can be prepared in the form of a recording from the webinar, or they can be presented in another form allowing the students to gain the knowledge themselves. In the event of an excused absence of a student, the teacher conducting the classes is obliged to order an alternate form of making up for the missed classes, for example by additional written paper, task, or project.
10. An academic teacher is obliged to present the students with the plan of action by defining the range of material and terms of online consultations, and methods of offline consultations. Synchronous classes shall take place in compliance with the schedule. In order to monitor the remote teaching process, academic teachers are obliged to allow the Head of the Department, or persons appointed by the Head of the Department to access all didactic materials by adding these persons to a given course as "person conducting the course without editing privileges".
11. An academic teacher is obliged to monitor and record the course of the learning process for the students. Recording the learning process should contain, among others, tasks completed by students, including handwritten and photographed solutions. Recording the regular contacts and interaction with the students can be conducted through [eNauczanie](#) system which offers the following modules: *Attendance, Workshop, Task*. **An academic teacher is obliged to assess the students' works within the timeframes specified by the Regulation of Studies.**
12. Didactic materials should be supplemented with the following extra elements:
 - webinars or audio commentary for the presentations,
 - redirections to other materials such as scientific publications (recommended especially for 2nd degree courses), manuals prepared by other institutions, films, etc.,
 - questions and issues to think about (recommended modules: *Lesson, Quiz, Task*),
 - examples of tasks with solutions showing the solving methods and steps for a given type of tasks, either in digital form or handwritten and photographed.
13. It is possible to support the didactic classes by recording movies from lectures or other forms of classes, such as laboratory displays. Teachers interested in such resources are requested to send a message to the Head of Administration of the Faculty, Wojciech Połubok, ME containing the demand for the realization of recordings, including the type of classes, place and technical conditions – e.g. laboratory, classroom, office. This will allow the appropriate realization of the recording.
14. Classes indicated by the Heads of the Departments as impossible to be completed remotely shall be conducted in the final six weeks of the summer term. If epidemiological situation at

that time in Poland and in Tri-City prevents stationary realization of these classes, they will be conducted in the remote form.

p.o. Dziekan



prof. dr hab. inż. Dariusz Mikielwicz
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I OKRĘTOWNICTWA