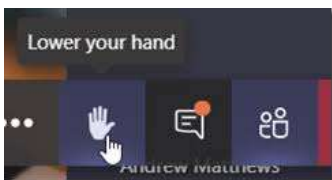


Working online and the rules for online activity at the Biostatistics and Medical Informatics discipline

1. Didactical activities of the Biostatistics and Medical Informatics discipline will take place online on the Teams platform (application). Students **will use the accounts provided by the faculty** to log in on the platform. It is recommended to install the Teams application on a personal computer or laptop. **The Teams platform will be used through the application**, not through the internet browser. If the application cannot be installed, it is recommended to use the Chrome browser, possibly in incognito mode. Listening to the courses can also be done from the phone or other devices, but it is mandatory that during the practical activities and exams, the student logs in and participates in them on a computer/laptop.
2. Students will open the Teams platform two or three minutes before the start of the lecture / practical activity.
3. The teacher, in the series channel for lectures, or in the group channels for practical activities, will initiate a meeting, according to the schedule. It is forbidden for students to initiate meetings in the official groups or series channels because they are intended for teaching activities.
4. Students will enter the meeting by accessing the **Join** button.
5. A delay of a maximum of 10 minutes from the beginning of the meeting is accepted (lecture / practical activity). The student will be considered absent whenever the delay exceeds 10 minutes. In this case, the activity will have to be recovered by the student (only in the same week for lectures).
6. Students must **keep on the video camera** during the entire duration of didactical activities and positioned so that their participation is visible to the teacher. **The microphones will be closed** (so as not to disturb communication) during the lecture and will be opened every time is needed to ask or answer a question or to communicate with the teacher.
7. If the student wants to ask a question, he can do it by raising her/his hand (pressing the button with the symbol of hand), or the question can be written on the meeting chat. When the student speaks, she/he will open the microphone.



8. If the student wants to initiate a meeting with the teacher, the chat option will be used. If the question is of interest to the group/series, the teacher will make the announcement on the channel intended for the group/series.
9. The student must take note of all the announcements published during the previous week at the beginning of the activity in the current week.
10. **The student must have an academic outfit and behavior** during the lectures, practical activities, or exams. Students will take into account that the image transmitted by the camera is **visible to other colleagues and to the teacher**. If the meeting is recorded, pictures and conversations **remain recorded**.
11. **Students are not allowed to record the teaching activity in any form**. The recording is the responsibility of the teacher and is considered intellectual property.
12. The appearance of images or videos with the didactic activity from the Biostatistics and Medical Informatics discipline in the public space is punished in accordance with the university's rules.
13. **Attendance at teaching activities:**
 - a. It is assessed by the teacher. The teacher records the attendance **based on the meeting log** (which counts the entry and exit of each student in the meeting). The teacher also assesses the **attendance based on the physical presence in front of the personal webcams** on the Teams platform.
 - b. In order to be considered present at the teaching activity, the student must also answer **the online questionnaire/questions** available during the lecture / practical activities AND submit the file(s) during the practical activity to the teacher in the requested form. The requested files are sent to the teacher until the end of the day in which the teaching activity took place or until a date communicated by the teacher.
14. **Student who do not have a proof of participation in the class log, or if she/he does not fill in the online form, or if the image shows that she/he does not participate in the teaching activity** (e.g. do not look at the screen for most of the teaching period, or do not communicate at all with the teacher, if he requires an individual response - because the student has the speaker off and does not follow the teaching

activity, or if student does not send the requested file (s) or if the student does not send it on time) the student **will be considered absent**. In this case, **the didactic activity must be recovered** by the student in accordance with the *Didactic rules*.

15. **During the practical activities, teachers may ask students to share the computer screen**, to assess the progress (and existence) of the individual activity of the student, as well as to help students who have difficulty in carrying out the practical work. Students must take into consideration that the screen image with all the applications, icons, **files that are visible while sharing the screen is visible for all other** colleagues as well as for the teacher. If the meeting is recorded, the shared screen will also be recorded.

16. **Improper conduct, disruption of teaching activity, non-compliance with the rules shall be punished in absentia** during the activity and depending on the severity of the application of other punitive measures. During that period, the student is absent without reason.

17. **The agreement to this regulation also implies the consent that the images filmed** by the student's personal webcam, which communicates audio during the meeting through the Microsoft Teams interface, which shares from their own screen through the Microsoft Teams interface, **can be seen** by the participants. at the meeting, respectively, if the meeting is recorded, they give their consent for this information to be recorded, as well as to become accessible to the members of the team in which they were recorded.

18. Participation at the teaching activities of the discipline on Microsoft Teams platform represents the implicit agreement with the present regulation.