

## Ensuring the conditions of study and work performance at CZU as of 4<sup>th</sup> January 2021

### Article 1

#### Subject of the Decision

- (1) This Decision is issued in order to prevent the spread of the disease caused by the coronavirus and in accordance with generally binding legal regulations, in particular the emergency and protective measures of the Ministry of Health:
- a. Resolution of the Government of the Czech Republic No. 957, by which the state of emergency was declared with effect from 5<sup>th</sup> October 2020, 00:00;
  - b. Resolution of the Government of the Czech Republic No. 1108, on the extension of the state of emergency;
  - c. Resolution of the Government of the Czech Republic No. 1195, on the extension of the state of emergency;
  - d. Resolution of the Government of the Czech Republic No. 1373, on the extension of the state of emergency;
  - e. Protective measure No.: MZDR 20599 / 2020-44 / MIN / KAN of 20<sup>th</sup> December 2020 - "protection of the state border";
  - f. Emergency measure No.: MZDR 15757 / 2020-43 / MIN / KAN of 7<sup>th</sup> December 2020 - "wearing respiratory protective equipment";
  - g. Resolution of the Government of the Czech Republic No. 1377, crisis measure to limit the operation of schools and school facilities with effect from 27<sup>th</sup> December 2020, 00:00 till 10<sup>th</sup> January 2021, 23:59.

### Article 2

#### Ensuring the conditions of study at CZU

- (1) With regard to the government resolution prohibiting the free movement of persons, it is necessary to limit contacts with other persons within the framework of teaching, to the extent strictly necessary.
- (2) With regard to the Resolution of the Government of the Czech Republic, which prohibits the personal presence of students in university studies and exams if more than 10 persons take part in the exam at the same time, in university studies and in participating in lifelong learning courses, all teaching takes place remotely - via LMS Moodle and MS Teams.

- (3) It is therefore possible in exceptional situations to carry out examinations in the presence of a maximum of 10 persons. The entry of students into CZU buildings must be arranged in advance with the relevant CZU employee (examiner, supervisor, head of department, etc.). Deans are advised to allow entry using student cards (ISIC).
- (4) The method and form of the verification of study results (credits and exams) in the examination period shall be specified by an order of the Dean/Director. Annex No. 2 to this Decision is the Methodical guideline for the organization and course of the verification of study results at CZU in the winter semester and in the follow-up examination period of the academic year 2020/2021.
- (5) In the case of the presence of students at CZU (in line with the exceptions - exams etc.), it is necessary to ensure that the capacity of the room is at least three times the number of persons present.
- (6) Students are obliged to use preferentially such available tools for handling their study matters, which do not require a personal visit to the study administration office (e-mail, telephone).
- (7) The course of teaching is regulated in more detail in the methodical guideline, which is Annex No. 1 to this Decision.

### Article 3

#### **Work performance of employees and persons in a similar position at CZU**

- (1) The performance of work at CZU is carried out as standard according to the instructions of a superior employee and at the same time in compliance with the conditions (similarly) specified in Article 4 of this Decision. It is recommended to the Deans of the Faculties or the relevant heads of CZU units to consider current conditions and, if necessary, order work from home. Moreover, it is also recommended to support holidays and paid leave for employees and similar instruments or to limit the performance of work which is not important for maintaining the activities of CZU
- (2) Except for the above-mentioned, an employee or a person in a similar position may enter and move at CZU premises if the following conditions are met, i.e. he or she:
  - a. is without acute health problems corresponding to a viral infectious disease (e.g. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
  - b. disinfects hands with disinfectants,
  - c. has not been ordered at the time a quarantine measure or isolation in the sense of § 2 paragraph 6 of Act No. 258/2000 Coll.
  - d. fulfils the other obligations laid down in this Decision

## Article 4

### **Obligations of all persons present at CZU (i.e. students, employees and others)**

- (1) All persons are prohibited from moving and staying without respiratory protective equipment (nose, mouth) such as a respirator, facemask, mouthpiece, scarf, shawl or other means that prevent the spread of droplets in all common (internal) areas of CZU, with the exceptions provided for in an emergency measure by the Ministry of Health of the Czech Republic (in particular employees and persons in a similar position while performing work at one place, if such a person works at a distance of at least 2 metres from another person).
- (2) During the duration of this Decision, access to all CZU buildings shall be possible only with an employee card (excluding CZU dormitory buildings) or according to the Dean's decision also with student cards, see Article 2, paragraph 3 of this Decision. Any other persons - visits (including students) must therefore arrange their visits in advance and the CZU employee or a person in a similar position must collect these visits at the entrance to the building.
- (3) Provided the student (also an applicant for study) or an employee or a person in a similar position has stayed for more than 12 hours during the last 14 days on the territory of countries that are not on the list of countries with a low risk of COVID-19, he or she is obliged to immediately announce this fact before entering the territory of the Czech Republic, by filling in the electronic Arrival Form of the Ministry of Foreign Affairs available at [www.prijezdovyformular.cz](http://www.prijezdovyformular.cz) by remote access and at the same time undergo the RT-PCR test for the presence of SARS CoV-2 at his or her own expenses and submit the result of this test to the study administration office (in the case of a student), the international relations department (in the case of a foreign student) of the relevant faculty or IEC or his or her superior (in the case of an employee or similar person). Until the person submits a negative RT-PCR test for the presence of SARS CoV-2, he or she may not enter and move in any of the CZU premises, except for possible accommodation in dormitories in areas designated for persons in quarantine measures.
- (4) In the event that a person has resided abroad in accordance with paragraph 2 of this Article, he or she is obliged to wear respiratory protective equipment during his or her stay and movement in the indoor and outdoor areas of CZU, for at least 14 days upon entering the territory of the Czech Republic.
- (5) Due to the obligation of CZU as an entity receiving foreigners who entered the Czech Republic after 1<sup>st</sup> July 2020 to supervise the provision of accommodation, health care and return to the country of origin, foreigners are obliged to register and provide all required information using the form available at <https://aktualne.czu.cz/>.
- (6) Within the accommodation facilities it is prohibited to provide accommodation to students who have other place of residence in the Czech Republic (with the exception of students who can take part in education according to Article 2 (3) of this Decision (i.e. participation in examinations).

- (7) All operation within indoor sports grounds and related indoor areas of outdoor sports grounds is prohibited (i.e. in particular gym, fitness, swimming pool).
- (8) The operation of catering facilities at CZU premises (i.e. canteen, snack bars, cafés, restaurants, etc.) is possible only as sale from the catering service establishment to the customer outside its internal premises (e.g. a dispensing window). In such a case, persons who in the immediate vicinity of the establishment consume food and meals including beverages purchased there are obliged to keep a distance of at least 2 metres from other persons, unless they are household members.

## Article 5

### Final Provisions

- (1) The list of countries with a low risk of COVID-19 disease is continuously issued by the Ministry of Health of the Czech Republic.
- (2) Annex is an integral part of this Decision:  
  
Annex No. 1 - Methodical guideline for the course of teaching in the academic year 2020/2021  
  
Annex No. 2 - Methodical guideline for the organization and course of the verification of study results at CZU in the winter semester and in the following examination period of the academic year 2020/2021
- 3) This Decision annuls the Rector's Decision 30/2020.
- 4) This Decision shall enter into force upon publication and shall take effect on 4<sup>th</sup> January 2021.

In Prague, 4<sup>th</sup> January 2021

Prof. Ing. Petr Sklenička, CSc.  
Rector

## **Annex to the Rector's Decision No. 1/2021**

### **Methodological guideline for the course of teaching in the academic year 2020/2021**

#### **Course of teaching in the academic year 2020/2021**

- (1) Teaching shall always be governed by the conditions that shall be set by the state administration. The basic requirement remains to ensure pedagogical activities in their entirety and in the required quality.
- (2) The primary objective and priority of CZU is to maintain, as far as possible, standard teaching, in accordance with the accredited forms of the study programmes.
- (3) If the personal presence of students in teaching is reduced (excluded) by the state power, or the epidemiological situation at CZU is fundamentally unfavourable, it shall be necessary to switch to a fully distance form of teaching. Comprehensive distance education for the CZU is ordered by the Rector on the basis of the measure issued by the Czech government, the Ministry of Health, or on the basis of a specific legally binding anti-epidemic measure imposed on the university by the locally competent hygienic station.
- (4) Distance teaching is to be understood as active teaching, which takes place in accordance with the schedule and where teaching in the personal presence of students is replaced by online teaching. For this purpose, all relevant e-learning methods are used.
- (5) For distance teaching, teachers shall give priority to the LMS Moodle and MS Teams platforms, due to the unification of technical requirements for teachers and especially for students, and also thanks to the support of DICT and CAVS. User manuals have already been created for these platforms and further training shall be organized.
- (6) The LMS Moodle application shall be used by guarantors and teachers of subjects mainly to make study materials available to students online, or test students' knowledge through online tests. The provision of study materials (often reduced to pdf lectures or scripts) in the LMS Moodle environment must be considered in this respect as a minimum, which is not an adequate substitute for contact teaching by means of e-learning.
- (7) Teachers shall use the MS Teams application to organize, record and broadcast lectures online, and if necessary and possible, even to share seminars and tutorials, or for online consultations with students.
- (8) DICT shall prepare teams in the MS Teams environment for all currently taught subjects and shall provide other necessary technical support.
- (9) Unless the personal presence of students in teaching and university examinations is limited, yet the epidemiological situation does not allow for full contact teaching, a hybrid form of teaching shall need to be introduced.

- (10) The hybrid form of teaching means that direct contact teaching is combined with the transmission of teaching online (or at the same time with its recording) and with the use of other e-learning methods. Thus it is possible to optimize the course of teaching so that contact teaching is maintained in those subjects, or parts of the subjects which, by their nature, require it.
- (11) A variant of hybrid teaching is, for example, the combination of a distance form of online transmission of lectures with full-time (contact) practical teaching within tutorials and seminars. This shall make it possible to meet a possible condition for a limited number of students present in class.
- (12) A variant of hybrid teaching is also the online transmission of contact full-time teaching and its recording, which shall make teaching available to students who cannot attend classes in person due to quarantine or students with more serious health problems who are forced to avoid larger groups and foreign students who shall not be enabled to arrive in the Czech Republic.
- (13) Depending on the current situation, the Dean of the Faculty or the Director of the IEC decides on the introduction of hybrid teaching.
- (14) In the case of the introduction of hybrid teaching, teachers must define the conditions for fulfilling credits at the beginning of the semester so that those can be met even by students who shall complete at least part of teaching in the semester remotely (e.g. optional participation in direct teaching, emphasis on semester work, projects, or block teaching in laboratories at the end of the semester, etc.).
- (15) The scope of the distance form of teaching in individual study programmes shall be registered due to the information obligation to the National Accreditation Office for Higher Education.
- (16) The distance elements of teaching shall be used in accordance with the methodological guidelines of the National Accreditation Office for Higher Education, i.e. only in those cases where objective external circumstances do not allow to implement the study programme in accordance with the granted accreditation or in accordance with the authorization to carry out the study programme on the basis of institutional accreditation.
- (17) In study subjects where it is not possible to implement some part of the distance learning, this teaching will be provided in blocks and will take place depending on the anti-epidemic measures in the examination period or during the summer semester.
- (18) The implementation of study subjects in a hybrid or distance way shall be monitored and evaluated, both from the point of view of students and teachers. This feedback shall provide reflection in order to improve the teaching process or eliminate shortcomings.

- (19) In order to ensure suitable conditions for the implementation of hybrid and distance teaching, it is necessary to equip lecture halls and classrooms with appropriate technology.
- (20) All necessary information, including ordered hygienic preventive measures and recommended methodological procedures, are continuously published at CZU websites in the section "Aktuálně COVID-19".
- (21) The conditions of teaching at the Faculties/Institute are set by the Order of the Dean/Director.

## **Annex to Rector's Decision No. 1/2021**

### **Methodical guideline for the organization and course of the verification of study results at CZU in the winter semester and in the following examination period of the academic year 2020/2021**

With regard to the current epidemic situation and measures taken by the Government of the Czech Republic, it is necessary to prepare for the fact that it shall not be possible for examinations in the examination period in the winter semester of the academic year (AY) 2020/2021 to take place in a standard manner corresponding to the accredited form of study programmes.

It is obvious that the main factors that will affect the course of the examination period are:

- a) existing anti-epidemic measures at the state level,
- b) adjustment at the university level.

However, it is necessary to add the stance of the National Accreditation Office with regard to the Methodological guideline of the NAO on the use of distance education tools in the present-day and combined form of study in the academic year 2020/2021.

In terms of legal certainty for the academic staff and students, it is already vital to lay down rules concerning the examination and examination period following the winter semester of the AY 2020/2021, regardless of the anti-epidemic measures in force at the time of the verification of study results.

In connection with the above, the following rules are laid down for the organization of the examination period in the winter semester 2020/2021:

#### **1. Forms of the verification of study results**

##### **a) Contact forms**

Contact examination is a standard method for present-day and combined study. The exam can be oral, written, practical or combined. The written exam can also be passed in the form of an electronic test.

The contact form of the test is possible only if the adopted anti-epidemic measures allow it; it is always necessary to respect the conditions defined in these measures.

In addition, the following precautions are recommended:

- During the oral contact examination, a maximum of two students should be examined by the examiner at the same time in the room.
- Contact oral examination should take place in sufficiently large and regularly ventilated rooms so that the appropriate distance between individuals (min. 2m) can be maintained.
- Examiners and students should follow the so-called triple hygiene rule (facemasks, hands, distancing) during the examination. Hygienic means are provided by the faculty if necessary.



## **b) Distance forms**

Distance examining can be performed mainly with tools that are supported by the university. Those are:

- Microsoft Teams,
- LMS Moodle (for tests, written verification of study results).

In justified cases, other tools can be used, such as ZOOM.

Distance forms of the verification of study results are full-fledged, although they differ in their nature. By changing the contact to distance verification of study results, the burden on students should neither be disproportionately reduced nor significantly increased.

To perform distance testing, students must have the necessary technical equipment. Depending on the selected platform and environment, students will need: a functional computer, stable internet connection, speakers, microphone, and webcam. Students must also have the appropriate software installed and quiet environment in which they shall not be disturbed during the examination.

During the distance examining, it is first necessary to verify the identity of the student:

- In the case of a written distance examination, the student's identity at the elementary level is ensured by the fact that the written examination takes place in an environment in which students log in using the login name and password assigned by CZU (Moodle).
- When verifying the study results orally, it is necessary to verify the identity using a webcam, so it is necessary for the students to have their own webcam with sufficient resolution. The students prove their identity by showing their student ID cards to the camera. If the examiner has doubts about the identity of the student proven on the basis of the student ID card, the student is obliged to prove himself/herself with an identity document (ID card, passport) at the examiner's request.

The objectivity of written verification of learning outcomes in the form of tests can be increased by the following measures:

- Selection of a suitable type of test tasks. Particularly suitable are tasks of the multiple choice type with several options, with one correct answer, and a short creative answer.
- Ask questions in such a way that verifies understanding, not only knowledge (so-called Open book tests).
- Use the task bank to randomly generate tasks of the same difficulty.
- Access to the test should be the same for all participants in the test (day and hour).
- It is necessary to set a time limit for passing the test. The student must be notified of the existence of a time limit before starting the test.

Recommendations for oral verification of study results by distance learning methods:

- Examine in the presence of at least two students (or teachers) as in the contact verification of study results, so that the student is not alone with the examiner or examiners (in the case of a commission exam) in the virtual room.
- Recording the oral form of the verification of study results of a common study subject (does not apply to the state final examination) is not required or recommended by law. If the guarantor of the course or the examiner considers it necessary to record the examination for the verification of the study results, this step is possible only if all participants (including the student) agree with it. The student's consent to the recording of the exam should be in writing. Given the need to keep the record in accordance with the GDPR regulations, it is necessary in this case to discuss the precise procedure in advance with the Security Department.
- It is advisable that the examiner has a functional webcam. The webcam on the student's side is mandatory and, in addition to the student's identification, allows monitoring of the student's surroundings.
- Oral verification of study results, to which the student registers via UIS, is preceded by sending a link to an online meeting by e-mail to the address of the registered student listed in UIS. Optimally immediately after the deadline for students to register for the exam, but at least 24 hours before the exam.
- After participants' registration to the virtual room, it is recommended to check the settings and operation of all tools needed for the exam. It is also recommended to introduce students to the rules of the exam, its intended course and the rules of communication.
- The examiner is entitled to invite the examined student to use the student's video camera to show his/her surroundings (encircling the room with a camera to make sure that no one else is in the room, that he/she does not have a textbook or other equipment behind the computer or on the desk, etc.) The examiner can also ask the student to share a desktop to verify what the student is doing during the computer exam.
- If students refuse to comply with these requirements by the examiner, they are excluded from verifying the study results within the given deadline (without the expiration of the deadline).
- Given the specifics of distance examining, it is recommended not to give students time to prepare answers to the questions asked.
- If there is proven student's fraud, it is considered a disciplinary offense.
- In case of the loss of connection with the student, it is first necessary to try to restore the connection. If this fails, the examiner may decide on the classification if the course of the study verification has already enabled him or her to draw conclusions about the student's knowledge. Otherwise, the exam

is seen as an unsuccessful attempt (without the expiration of the deadline). The student is not entitled to a special exam date. The examiner and the student can agree in advance on a backup communication channel (email, telephone) for the operative solution of a connection failure.

- At the end of the examination, the examiner will ensure that the result of the study verification is entered into the UIS without undue delay.

## **2. Announcing the dates of the verification of study results**

- a) According to the Study and Examination Regulations for studies in Bachelor's and Master's study programmes, a sufficient, if possible equal number of examination dates with the required capacity, including the usual share of retakes in individual subjects, must be announced and opened for enrolment no later than 2 weeks before the beginning of the examination period (i.e. no later than 21<sup>st</sup> December 2020). This deadline must be met.
- b) It is important that the student applies for the date with the knowledge of what form the exam will take, in what environment it will take place and what technical equipment he/she shall need.
- c) When announcing the date, it should be stated in what form and in what environment the verification of study results shall be performed (contact - oral, written, practical, combined; distance - oral online transmission in MS Teams or in writing in the form of a test in LMS Moodle, or a combination of both ). The form of the verification of study results is determined by the guarantor of the study subject, or by the examiner with the consent of the guarantor of the study subject.
- d) This form should then be complied with, except in situations where it shall not be possible to carry out the contact form of examining at the time of the examination due to the anti-epidemic measures taken.
- e) It is recommended that those guarantors of study subjects who have decided to announce only distance exam dates also announce several contact exam dates, especially for students who cannot or do not want to participate in distance verification of study.