

Ensuring the conditions of study and work performance at CZU as of 1st March 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:
- (2) Resolution of the Government of the Czech Republic No. 196, by which the state of emergency is declared with effect from 27th February 2021, 00:00;
- (3) Protective measure No.: MZDR 20599/2020-45/MIN/KAN of 20th December 2020 - "protection of the state border";
- (4) Emergency measure No.: MZDR 15757/2020-46/MIN/KAN of 26th February 2021 - "wearing respiratory protective equipment";
- (5) Resolution of the Government of the Czech Republic No. 200, crisis measure to limit the operation of schools and school facilities with effect from 27th February 2021, 00:00;
- (6) Emergency measure No.: MZDR 47828/2020-10/MIN/KAN of 16th December 2020 - antigen testing of the population, as amended by emergency measure MZDR 47828/ 2020-11/MIN/KAN of 7th January 2021 and MZDR 47828/2020-12/MIN/KAN of 28th January 2021.

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 the students into CZU buildings must be ensured so that

individual groups of students do not meet in the same place (i.e. set more extensive time intervals between individual activities) and ensure individual entry of students into buildings and classrooms and their departure from buildings, entry and exit from CZU buildings is possible only in the presence of the relevant CZU employee who organizes the activity. Annex No. 2 to this Decision is also the methodical guideline for the organization and course of verification of study results at CZU.

- (4) In the case of the presence of students at CZU (in line with the exceptions - exams, laboratory classes, etc.), it is necessary to ensure that the capacity of the room is at least three times the number of persons present.
- (5) Students are obliged to use exclusively means of distance communication (e-mail, telephone, postal services) to handle their study matters.
- (6) 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. The Deans of the faculties, the relevant heads of the CZU units, or superior employees are ordered to use distance work at their workplaces (i.e. all subordinates) if the employees can, due to the nature of their work and operating conditions, perform the work at the place of permanent residence or domicile. It is further recommended to support holidays and paid leave for employees and similar instruments or limit the performance of work which is not essential for maintaining the activities of CZU.
- (2) Except for those mentioned above, 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
- (3) It is recommended to ensure the performance of work in the office, laboratory or other workplaces with multiple jobs so that on a working day, the office, laboratory or other workplaces will be occupied by only one employee.
- (4) Furthermore, it is strongly recommended that all meetings, consultations, or other encounters among employees take place exclusively online, i.e., the relevant employees do not meet at the workplace.

- (5) If a CZU employee positively tests by the RT-PCR test for the presence of SARS CoV-2, he/she is obliged to inform his/her superior immediately and also the CZU Security Department about this fact via the form available at <https://aktualne.czu.cz/>.

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), which is a respirator or similar device (always without exhalation valve) meeting at least all technical conditions and requirements (for the product), including filtration efficiency of at least 95% according to relevant standards (e.g. FFP2/KN 95) in all 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 without the presence of another person).
- (2) To meet the condition under paragraph 1 of this article, a sufficient capacity of respirators is ensured, which will be distributed to individual employees through the heads of individual parts of CZU.
- (3) As of 2nd March 2021, all persons (employees, students, visitors, etc.) who enter closed CZU buildings should submit a negative test at the entrance to the building to an authorized person (designated by the relevant part of CZU that manages the building) (at least POC antigenic test) for the presence of SARS-CoV-2 virus not older than 3 days, or to prove that in the last 90 days they have undergone laboratory-confirmed COVID-19 disease or an issued certificate of the Ministry of Health of the Czech Republic on vaccination against COVID-19 disease unless the Dean specifies otherwise by regulation.
- (4) For this purpose, a testing centre shall be set up in the CZU premises (car park P1), in which all persons can be tested free of charge once every 3 days in accordance with an emergency measure of the Ministry of Health.
- (5) Simultaneously, all persons entering the CZU Rector's Office building are obliged to undergo non-contact body temperature measurement and go through a disinfection frame.
- (6) 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, students see Article 2 (3) of this Decision. Any other persons - visits (including students except the faculty buildings where the Dean decided otherwise) 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.
- (7) 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.prijezdovymformular.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 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 an international student) of the relevant faculty or IEC or his or her superior (in the case of an employee or similar person).

- (8) Due to the obligation of CZU as an entity receiving foreigners who entered the Czech Republic after 1st 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/>.
- (9) Within accommodation facilities, the provision of accommodation to students who have another residence in the Czech Republic is prohibited (except for students who may participate in education - according to Article 2 (3) of this Decision (i.e. participation in exams).
- (10) All operation within indoor sports grounds and related indoor areas of outdoor sports grounds is prohibited (i.e. mainly gyms, gyms, swimming pools).
- (11) The operation of catering facilities at CZU premises (i.e. buffets, cafes, restaurants, etc.) so that it is only possible to sell from the catering services to the customer outside its internal premises (e.g. a dispensing window). In such a case, persons who consume food and meals, including beverages purchased there, near the establishment are obliged to keep a distance of at least 2 metres from other persons, unless they are household members.
- (12) To all persons who have a residence or permanent residence outside the territory of Prague's capital city and who are planning to visit CZU, it is recommended to obtain the appropriate form in advance. In the case of a student, this form will be confirmed either by the relevant CZU study administration department or by a relevant CZU employee (examiner or consultant). In the case of a CZU employee, this form will be confirmed by the HRMD for the period from 1st to 5th March 2021; the form thus confirmed is available on the CZU Intranet in the "Aktuality" section. From the 6th March 2021, this form will be confirmed by the relevant superior, Dean or HRMD.

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 study results verification at CZU
- (3) This Decision annuls the Rector's Decision 1/2021.
- (4) This Decision shall enter into force upon publication and shall take effect on 1st March 2021.

In Prague, 28th February 2021

Prof. Ing. Petr Sklenička, CSc.
Rector

Annex to the Rector's Decision No. 4/2021
Methodical guideline for the course of teaching in the academic year
2020/2021

The course of teaching in the academic year 2020/2021

- (1) Teaching shall always be governed by the conditions that the state administration shall set. The essential requirement remains to ensure pedagogical activities in their entirety and the required quality.
- (2) The primary objective and priority of CZU are to maintain, as far as possible, standard teaching in accordance with the accredited forms of the study programmes.
- (3) If students' personal presence 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 full distance form of teaching. The Rector orders comprehensive distance education for CZU based on the measure issued by the Czech government, the Ministry of Health, or based on a specific legally binding anti-epidemic measure imposed on the university by the locally competent hygienic station. A condition for distance learning is also a valid decision of the Ministry of Education, Youth and Sports on special authorizations of public and private universities in an emergency.
- (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 prioritise the LMS Moodle and MS Teams platforms due to the unification of technical requirements for teachers and especially for students, and thanks to the support of DICT and CAVS. User manuals have already been created for these platforms, and further training shall be organized.
- (6) Guarantors and teachers of subjects shall use the LMS Moodle application 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 students' personal presence 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 full-time contact teaching and its recording, which shall make teaching available to students who cannot attend classes in person due to quarantine or students with more severe health problems who are forced to avoid larger groups and international 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 IEC Director 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 based on 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 students and teachers' point of view. 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 teaching conditions at the Faculties/Institute are set by order of the Dean/Director.

Annex to Rector's Decision No. 4/2021

Methodical guideline for the organization and course of the study results verification at CZU in 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 accept the fact that it shall not be possible for examinations (exams, credits) in the academic year (AY) 2020/2021 to take place in a standard manner corresponding to the accredited form of study programmes.

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

- a) existing anti-epidemic measures at the state level,
- b) a valid decision of the MEYS on special authorizations of public and private universities in an emergency situation for CZU,
- c) adjustment at the university level.

However, it is necessary to add the National Accreditation Office's stance with regard to the Methodical 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 (exams and credits) in 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 study results verification (exams and credits) in AY 2020/2021:

1. Forms of study results verification

a) Contact forms

Contact examination is a standard method for the 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 test's contact form 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 simultaneously in the room.
- Contact oral examination should occur in sufficiently large and regularly ventilated rooms so that the appropriate distance between individuals (min. 2m) can be maintained.
- Examiners and students must 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 forms of examination are only possible if the conditions of § 95c of the Higher Education Act are met, i.e. due to a crisis or emergency measure, students' personal presence in education or examinations or participants in a state final examination is not possible or is limited. The second condition for using the provisions on special authorizations by a university is the issuance of a valid decision of the relevant ministry, i.e. the Ministry of Education, Youth and Sports.

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

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

In justified cases, other tools can be used, such as GOOGLE MEET, 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, students' burden 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 a quiet environment where 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 occurs 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 the students must 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 student's identity proven based on 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 following measures can increase the objectivity of written verification of learning outcomes in the form of tests:

- Selection of a suitable type of test tasks. Particularly suitable are the multiple-choice type tasks 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 generate tasks of the same difficulty randomly.
- Access to the test should be the same for all test participants (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 standard 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 according to the GDPR, it is necessary to discuss the precise procedure in advance with the Security Department.
- The examiner should have 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 registered student's address 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 exam's rules, 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 examiner requirements, 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.
- In case of the loss of connection with the student, it is first necessary 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 special exam date. The examiner and the student can agree in advance on a backup communication channel (e-mail, telephone) for a connection failure's operative solution.

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

2. Announcing the dates of the study results verification

- a) According to the Study and Examination Regulations for studies in Bachelor's and Master's study programmes, a sufficient, if a 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 21st December 2020). This deadline must be met.
- b) The student must apply 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 study subject's guarantor 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 results or do not meet the specified conditions (e.g. connection quality, webcam, etc.).