



č.j. JU/09/02180/20

Vodňany, 24. 4. 2020

Dean's Measure No. 10/2020

Methodological instructions for studies at FFPW USB

With regard to the current measures of the Czechia related to the epidemiological situation caused by COVID-19, the conditions of study at the FFPW USB are adjusted from the date of issue of this measure as follows:

- 1) **There is a continuous ban on any form of direct teaching of all courses.** The only possible way of teaching in all levels and forms of study is the distant form of teaching (information on possible ways of teaching was sent by e-mail on 31.3.2020).
- 2) **Since now, personal consultations may be arranged in order to address specific issues in connection with the fulfilment of the conditions of the respective course** (this is not considered as standard teaching). More than 5 students may not be present (in the classroom or in the front of it) during consultation at the same time. The number of tutors must also be kept to a minimum. Consultation event will be open only for students who will provide Health Status Declaration (see Appendix for template), which must not be older than 7 days, sent in advance to the tutor by e-mail (optimally filled in, hand-signed and scanned in pdf format, or eventually if students do not have scanner available, instead of own signature the text filled in the following format "Surname First name *Manu propria*" - example Novák Jan m.p.). Other measures concerning personal contacts specified in 4a must be also applied.
- 3) **The teaching period of all classes is not postponed and is valid according to the original schedule of AR 2019/2020 at the FFPW USB.** The deadlines for obtaining credits and examinations and submitting final qualification theses are being prolonged - see Dean's Measure No. 9/2020.
- 4) Since now, examination (credits, exams) of students can be done either in contact form (highly recommended) or distant form under conditions specified below. The examiners must clearly determine the form of examination in IS STAG. The examiner is not obliged to agree on distant examination, if students cannot or do not want to accept contact form of examination. When assigning the examination term, it must be stated (e.g. in the note space for the term in IS STAG), that examination will be done by distant form. If necessary, detailed additional information will be sent by the examiner to the students enrolled in the course on their school e-mails. If there is no note specified for the examination term, then it is assumed the examination will be done by contact form.
 - a) **During the contact form of examination**, a maximum of 5 students may be present in the classroom at one time. The number of examiners must also be kept to a minimum. Other valid regulations and government measures must



be followed during the process of examination (wearing face masks at all times, hand disinfection before entering other areas of the Faculty in designated places, the greatest possible distance between students and examiners with a minimum of close contact, use of gloves, if available at the hand disinfection counter). The student must also send the Health Status Declaration to the examiner in advance - see point 2. If the examination is not written but only oral, examiners are obliged to invite the students to a specific time (in advance by email) and thus limit stay of students at the faculty premises or their contact with other students in the premises of USB. All students entering the faculty premises are obliged to write down their name and the time of arrival and departure from the building in an appointed place.

- b) **For the purpose of distant examination**, it is recommended to use e.g. MS Teams or other suitable applications (see e-mails from the IT department of USB and others). When issuing new examinations term in a distant form, this fact must be clearly stated in the STAG (e.g. in a note to the term), the time range for examination and the maximum number of students per term must be set. Students enrolled in the examination term must be informed about exact timeframe of examination at least 2 hours before the actual connection. Students must also be properly informed by the examiner about the method of communication and the necessary settings for a successful connection. No applications that the student has to pay for may be used for communication. In case of a failed connection, it is up to the examiner whether the excuse for not attending in time will be accepted. During examination, mutually high-quality audio-visual contact between the examiner and the student must be ensured on both sides and the student must be able to prove his / her identity if necessary (e.g. by means of presenting a student study book or student ID card via webcam). In the case of a bad connection, the examiner has the right to postpone the examination to another date and/or until the problem is resolved. In case of the examiner's doubts about the fairness of the examination, the examiner has the right to interrupt or postpone the examination until the invitation of another academic staff member (s) (e.g. teacher of another course or another colleague with a professional profile close to the course) or to offer the student a contact method of examination.
- 5) **Since now, it possible to carry out individual direct consultations between students and supervisors of their qualification theses, or leaders of semester projects of all students.** Students at any year of studies can also participate in activities related to the preparation of their qualification final theses (bachelor's and master's theses) or semester projects, without the need to enter into an employment relationship with the faculty. For these activities, the measures set out in point 4a must be applied (i.e. statutory declaration, registration of the person with indication of time of arrival and departure, wearing of face masks, hand disinfection, etc.).



- 6) **Regarding professional practice (internships) performed during the semester the previously announced information with a minor extension applies.** The following options are possible according to the student's choice:
- Replacement of practical training by elaboration of a seminar work or fulfilment of another corresponding task according to the instructions of the course/training guarantor (see the option available for the combined form of study – e.g. course Theory of practice).
 - At the student's request, the Dean may excuse the fulfilment of the obligation of this course, provided that the total minimum number of credits for the period of study must be met (missing credits can be met by completing e.g. compulsory optional courses).
 - At the request of the student by cancelling enrolment of the course and postponing it to the next period of study.
 - Performance of the practical training by 30.9.2020, in case the students will show interest in this opportunity themselves and they will get the opportunity to do so by the guarantor of the course.
- Students are obliged to contact the guarantor of the practice within 14 days after issuing this measure and inform the guarantor about one chosen option they prefer.
- Final State Examination of Bc. and NMgr. students by contact form will take place between 23.6. - 10.7.2020 (specific dates will be announced in accordance with the Dean's decision on the course of the Final State Examination No. 08/2011).
 - Defences of students' Ph.D. thesis, the date of which was originally planned for March 25th 2020, will be performed by distant form, probably in the second half of June. The date of the defences will be announced no later than 15 days before their holding.
 - There is a ban on the implementation of any lifelong learning activities and renting of MEVPIS premises for group events, regardless of the number of participants.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of FFPW USB



Annex

DECLARATION ON THE ABSENCE OF SYMPTOMS OF VIRAL INFECTIOUS DISEASE

Me
(name surname)

Birthdate:

Permanent or current residence in Czechia:
.....

I declare that I do not pose any symptoms of viral infectious disease during the last two weeks (e.g. fever, cough, shortness of breath, sudden loss of taste or smell, etc.).

I am aware of the legal consequences of the false statement.

In

Date

.....

Signature