



Ref. No. JU/09/02415/22

Vodňany, 26th April 2022

Dean's Measure No. 6/2022
Implementation of tuition and knowledge verification
in the combined form of study

- 1) From the academic year 2022/2023, the tuition, so-called group consultations, for versions of subjects for the combined form at all levels of study will take place on Friday and Saturday. Tuition will not be scheduled on days that fall on a state-recognized holiday (a public holiday).
- 2) Verification of knowledge of students of combined study (e.g. writing partial credit tests, passing credits, and exams) in the teaching period according to the schedule of the respective academic year can be realized only in the terms scheduled for the relevant subject. Verification of students' knowledge (passing credits and exams) for subjects for the combined form of study, and guaranteed by persons with a working time at the FFPW USB during the examination period, can be spread over the entire working week and Saturday. However, at least one date of the relevant course for a given semester must be listed in IS STAG on Friday and one on Saturday.
- 3) The faculty scheduler will prepare the schedules in such a way as to meet the requirements of teachers with regard to the day and time of tuition. He/she will also ensure that the distribution of teaching days of scheduled courses taught by persons with a working time at the FFPW USB within the semester, or between two consecutive years, was evenly spread over both days (Friday and Saturday). This does not apply if any of the teachers themselves prefer teaching on Saturdays.
- 4) Teachers are obliged to report the tuition or verification of students' knowledge on Saturdays in the timesheet. The principle, that the weekly work schedule (including work on Saturdays) does not exceed the agreed working hours, must also be respected. For work on Saturdays (§118 of the Labor Code), the teacher is entitled to the salary and the supplement in the amount of 25% of the average income (see Article 16 of the USB Wage Regulation). At the same time, the employees also observe other provisions in the Measure of the FFPW USB Dean on determining, scheduling, and securing the records of working hours.

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