



Dean's Measure No. 11/2020

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 will come in force on May 11th 2020 as follows:

- 1) **It is now possible to implement any form of teaching (regarding both, full-time and part-time form of studies) on personal contact basis, in groups of up to 15 students.** It is recommended to carry out particularly practical exercises (training) in full-time study courses. The teaching of given course should be performed according to original time schedule – the one that was valid before the start of emergency measures. The teacher shall inform the students at least 3 days before the teaching about its nature (lectures or training/exercises) and in the case of training she/he should also inform the students about the obligation to participate. In the case, that a full-time student cannot or does not want to participate, under the newly determined conditions due to the covid-19 epidemic, he/she may request the teacher to undergo an alternative way of fulfilling study obligations in accordance with Article 10 Paragraph 6 of the Study and Examination Regulations of the University of South Bohemia in České Budějovice. In the case, that the teacher does not comply with this request, or if the student does not agree with the alternative way of fulfilling the study obligations, the student may apply the dean for cancellation of enrolment in the course in accordance with the Rector's Ordinance on Extraordinary Measures concerning Studies in the Summer Semester 2019/2020 No. R 423. The request may be raised until the end of teaching period in the summer semester.
- 2) **Until the end of teaching period in the current semester for continuous students, i.e. until May 23rd 2020, all teaching can still be carried out by distant form.** No teaching, except for professional and operational practice, may be carried out after the end of the teaching period in the summer semester according to the valid schedule of the Academic Year and its approved modifications (see Dean's Measure No. 09/2020).
- 3) **Examination (credits, exams) or consultations (consultations to manage specific conditions of the courses, consultations related to final theses or other specific issues) can be carried out on personal contact basis in groups of up to 15 students.** In general, it is highly recommended to perform any examination on personal contact basis.
- 4) During teaching or examination performed on personal contact basis, it is necessary to follow other valid regulations and government measures (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 teacher / examiner in advance (see appendix) by e-mail, which must not be older than 14 days, optimally filled in, hand-signed and scanned in pdf format. 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.) will be accepted. All students entering the faculty premises are obliged to write down their name and the time of arrival and departure from the building in a marked place.

- 5) **The form of knowledge verification (credits, examination) is determined by the examiner.** 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. If absolutely necessary, 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 must purchase, 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.
- 6) **Regarding professional practice (internships) performed during the semester the previously announced information applies.** The following options are possible according to the student's choice:



- a) 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).
 - b) 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).
 - c) At the request of the student by cancelling enrolment of the course and postponing it to the next period of study.
 - d) 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.
- 7) Final State Examination of Bachelor and Master studies performed on personal contact basis will take place between June 23 and –July 10, , 2020 (specific dates will be announced in accordance with the Dean's decision on the course of the Final State Examination No. 08/2011).
 - 8) 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.
 - 9) Lifelong learning activities and renting of MEVPIS premises is only allowed up to capacity of 15 participants that can theoretically meet at given time and place.

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