

## METHODOLOGICAL INSTRUCTION OF VICE-DEAN FOR EDUCATION

for the course of instruction in Bachelor's and Master's degree studies  
during the time of crisis measures

To implement the Dean's Order No. 1/2021 for mitigating the risks of coronavirus infection as amended and potential other instructions which replace this order, and pursuant to [The Rector's Order No. 21/2020 on Reducing the Risk of Coronavirus Infection](#) as amended and potential other instructions which replace this order, I hereby issue the following Methodology.

### Article 1

#### Subject of regulation

The document describes the procedure used under emergency conditions when the personal presence of students is limited during the instruction time of the spring semester of the 2020/2021 academic year pursuant to Act No. 111/1998 Coll. On Institutes of Higher Education, Part Seventeen, § 95c, d.

It is obligatory for the teachers and students of the Faculty of Civil Engineering CTU in Prague (hereinafter referred to as "FCE").

### Article 2

#### Levels of alertness in implementing instruction at FCE

1. Pursuant to the Rector's Order, the instruction format at FCE will derive from the rules set out on the scale of alertness resulting from the current epidemiological situation in Prague.

The level of alertness is based on the data published on the CTU website, unless stricter conditions are set out by the Dean's Order.

A detailed description of the current level of alertness can be found on the Faculty of Civil Engineering's website.

Scale of alertness	Compulsory and compulsory elective courses	Elective courses	LLL and U3A	Further specifications
Level 1 State of caution	Face-to-face instruction is limited to a group of a maximum of 100 students in places of instruction.	Face-to-face instruction is limited to a group of a maximum of 100 students in places of instruction.	U3A runs exclusively on-line.	In cases where the limit of 100 registered students is exceeded, instruction switches to the on-line format.
	All examinations can be held face-to-face provided public health measures in force are observed.		LLL follows the same rules as course instruction in accredited study programmes.	The time table remains unchanged. Lecturers are strongly recommended to record on-line instruction and make the recordings available to students for 7 days.

				Students are obliged to wear face masks during instruction.
Level 2 State of alertness	Face-to-face instruction is limited to a group of a maximum of 50 students in places of instruction.	Face-to-face instruction is limited to a group of a maximum of 50 students in places of instruction.	U3A runs exclusively on-line.	In cases where the limit of 50 registered students is exceeded, instruction switches to the on-line format.
				The time table remains unchanged.
	All examinations can be held face-to-face provided public health measures in force are observed.		LLL follows the same rules as course instruction in accredited study programmes.	Lecturers are strongly recommended to record on-line instruction and make the recordings available to students for 7 days.
				Teachers and students are obliged to wear face masks during face-to-face instruction.
Level 3 State of emergency	1st year BSP and MSP – face-to-face instruction is limited to a group of a maximum of 20 students in places of instruction. For objective reasons, students may apologize for not attending face-to-face instruction.	All years of BSP and MSP - face-to-face instruction in laboratories, measurements and field work is possible in groups of maximally 20 students. For objective reasons, students may apologize for not attending face-to-face instruction. Other instruction runs exclusively on-line.	U3A runs exclusively on-line.	In cases where the limit of 20 registered students is exceeded, instruction switches to the on-line format.
	All years of BSP and MSP - face-to-face instruction in laboratories, measurements and field work is possible in groups of maximally 20 students. For objective reasons, students may apologize for not attending face-to-face instruction. Other instruction runs exclusively on-line.			Individual face-to-face consultations are possible for all students.
			LLL follows the same rules as course instruction in accredited study programmes.	Lecturers are strongly recommended to record on-line instruction and make the recordings available to students for 7 days.

	Face-to-face examinations allowed by the Dean can be held, the limit is 10 persons in places of instruction.			The time table remains unchanged.
				Teachers and students are obliged to wear face masks during face-to-face instruction and consultations.
Level 4 Serious state	All theoretical instruction in all years of study runs exclusively on-line.	Face-to-face instruction in laboratories, measurements and field work is only possible for last years of BSP and MSP in groups of maximally 20 students. For objective reasons, students may apologize for not attending face-to-face instruction.  Other instruction runs exclusively on-line.	U3A runs exclusively on-line.	In cases where the limit of 20 registered students is exceeded, instruction switches to the on-line format.
	Face-to-face instruction in laboratories, measurements and field work is only possible for last years of BSP and MSP in groups of maximally 20 students. For objective reasons, students may apologize for not attending face-to-face instruction.  Other instruction runs on-line.		LLL follows the same rules as course instruction in accredited study programmes.	Individual face-to-face consultations are possible for all students.  Lecturers are strongly recommended to record on-line instruction and make the recordings available to students for 7 days.
	Face-to-face examinations allowed by the Dean can be held, the limit is 10 persons in places of instruction.			The time table remains unchanged.
				Teachers and students are obliged to wear face masks during face-to-face instruction and consultations.
Level 5 Critical state	All instruction in BSP, MSP runs exclusively on-line.	All instruction in BSP, MSP runs exclusively on-line.	U3A runs exclusively on-line.	Individual face-to-face consultations are allowed.
	Face-to-face examinations allowed by the Dean can be held, the limit is 10 persons in places		LLL runs exclusively on-line.	The time table remains unchanged.  Lecturers are strongly recommended to

	of instruction.			record on-line instruction and make the recordings available to students for 7 days.
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**Notes:**

On-line format = instruction runs in the time specified by the standard time table in the MS Teams application, it does not mean self-study. If teachers use courses in Moodle to explain the subject matter, the scheduled classes are used for consultations or potential additional explanation of the subject matter.

Non-contact instruction = instruction using any tools for distance learning.

BSP = Bachelor's study programmes

MSP = follow-up Master's study programmes

2. The fact whether practicable instruction will be running face-to-face in Levels 3 and 4 is at the discretion of the course guarantor or a teacher of the respective course authorized by him/her, who is obliged to inform all registered students, the Vice-Dean for Education, the study programme guarantor and the head of the institute by email without delay, including the details of how instruction in the respective course will be organized.
3. The Faculty Dean can modify the group of students attending face-to-face instruction. Contrary to the declared levels of alertness, the Dean can make this group smaller; the group cannot be extended unless this is allowed by regulations of a higher legal force.
4. The reasons considered as objective to justify absence from face-to-face instruction are:
  - student is under quarantine or is ill,
  - student belongs to the at-risk group (especially the seriously ill, persons with a weakened immune system, pregnant women).
  - student would endanger a close person belonging to the at-risk group (especially the elderly, seriously ill, chronically ill, persons with a weakened immune system, pregnant women, new-born babies and infants living in the same household with the student).
  - student is staying outside the Czech Republic. This does not apply to the countries sharing a border with the Czech Republic which allow crossing the border for study purposes.
  - other specific cases evaluated as relevant by the Vice-Dean for Education.
 

*The student sends the letter of apology for not attending face-to-face instruction electronically to the respective [Student Administration officer](#) (Application – general form [DOC](#); [PDF](#))*

*The apology must include documented reasons:*

    - *If a student refers to medical reasons (their own or close person's), a medical statement must be attached.*
    - *If the reason is a problematic trip to the Czech Republic, the student must document that they are currently outside the Czech Republic – this can be done by an affidavit with an authenticated signature.*

*The acknowledgement of the apology for not attending face-to-face instruction is at the discretion of the Vice-Dean for Education, the Student Administration officer informs the student and respective teachers by email.*
5. If face-to-face instruction is absolutely necessary for a successful completion of a course and a student cannot complete it for objective reasons, the teacher will consult the course completion procedure by the student with the Vice-Dean for Education.
6. If the level of alertness is increased, the modification of the mode of instruction applies immediately, i.e. from the date of announcing the higher-risk level of alertness.
 

*E.g. Level 4 of alertness applies on Monday 22.2., and Level 5 of alertness will be announced starting from Wednesday 24. 2., instruction will switch to the mode corresponding to Level 5 of alertness starting from Wednesday 24.2.*
7. If the level of alertness is decreased, the modification of the mode of instruction will apply from the Monday of the following week.

*E.g. Level 5 of alertness applies on Sunday 21.2., and Level 4 of alertness will be announced starting from Monday 22.2., instruction switches to a partially face-to-face format corresponding to Level 4 of alertness starting from the following Monday, i.e. 1. 3.*

8. The up-to-date list of limitations in instruction is published on the [FCE website](#).

### Article 3

Measures for ensuring continuous running of instruction at FCE in the spring semester of the 2020/2021 academic year

7. Pursuant to the [Dean's Directive No. 1/2020 for the Implementation of Bachelor and Master Degree Study Programmes at the Faculty of Civil Engineering CTU in Prague](#), Article 1 Para. 5, the Heads of individual Departments will ensure the publication of basic study materials for each compulsory and compulsory elective course, accessible in the digital format solely to the Faculty students and staff. These materials can contain links to publicly accessible sources (e.g. instructional videos or on-line publications).

*Pursuant to the Rector's Order, the following tools are exclusively used throughout CTU:*

- *Communication by e-mail at addresses listed in the CTU Usermap as priority ones,*
- *MS Teams (used primarily for video instruction),*
- *Moodle (serves primarily for filing documentation and materials related to individual courses).*

*To create a course in Moodle, contact [Ing. Petr Soukup, Ph.D.](#)*

*Teams in the MS-Teams programme can be automatically created in the "84010 form – Rules for Creating Teams in MS Teams" in IS KOS, accessible to departmental schedulers and KOS administrators. The form allows setting up and changing - in the course of instruction - the running of a one-time or regular synchronization of teachers and/or students according to their current registration status in KOS. After the validity of the requirement in the form expires, the Team will be deleted.*

*The instruction Team name format in MS-Teams will be e.g. Predmet-B202-519U3B-C102.*

*If none of the above rules can be applied (e.g. in Studio type courses), the creation and filling of a Team is at the discretion of the Head of Studio or the course guarantor.*

*It is recommended to label the Team using the same logic as in other courses, e.g. PredmetB202AtelierHead'ssurname.*

*The Head of Department is responsible for the organization of creating Teams for courses guaranteed by the respective department. Teams are created by persons with the role of departmental scheduler and departmental officer. The rules for creating a Team for individual courses are laid out by course guarantors following instructions of the Head of Department or a person authorized by him/her.*

*Course guarantors are MS-Teams course administrators. The course guarantors consider the deletion of the Teams for courses from previous semesters if this is possible and desirable. When there is a requirement for the creation of a new Team, the teachers will wait until the Team has been created and will not create it on their own.*

*CTU ITC (VIC) will do automatic updates of participants in individual Teams during the semester with an interval of minimally 1x a week according to the parameters agreed for the whole CTU.*

*The MS Teams support officer at FCE is Ing. Zbyněk Škoda ([zbynek.skoda@fsv.cvut.cz](mailto:zbynek.skoda@fsv.cvut.cz))*

In addition, the Heads of Departments will ensure the update of data related to points a-f listed in the Directive in Article 1 Para. 5 for on-line instruction. These are, in particular, changed conditions for a continuous review of study, requirements for the examination and conditions for granting credits with respect to on-line instruction.

*It is recommended to publish all these data (a-f) on the department website in two versions: for face-to-face instruction and for on-line instruction (if the procedure differs).*

2. In each compulsory and compulsory elective course, the students are informed by their teachers about the method of instruction in the respective course in the case of on-line instruction and about the teacher's communication method with the students. The first piece of information on on-line instruction in the specific course is sent to the students by the teacher by e-mail from IS KOS, the e-mail subject must include the course code.  
*It is recommended to publish this information on the department website in the section of information on individual courses.*
3. In the case face-to-face instruction is limited, distance learning tools (on-line instruction) will be used for compulsory and compulsory elective courses without delay.  
*For rules and recommendations for on-line instruction at FCE see [https://www.fsv.cvut.cz/aktual/vir/2020\\_on-line\\_pravidla\\_doporuceni.pdf](https://www.fsv.cvut.cz/aktual/vir/2020_on-line_pravidla_doporuceni.pdf)*
4. If a student is unable to fulfil their study duties for objective reasons, they shall resolve their situation with the Dean via the Student Administration without delay.
5. The times of the standard scheduling of courses will be followed in real-time instruction using the audio or video connection. Any potential change in on-line instruction must be agreed between the teacher and all students so that it does not disrupt instruction in another course.
6. Even during the time of limited face-to-face instruction, students must be able to make an appointment for an individual on-line or face-to-face consultation with their teacher.
7. Instruction in the spring semester will be started fully on-line, in a mode applicable for Level 5 of alertness, even in the case that a lower level of alertness is declared by the Government starting from 15. 2.
8. The assignment of the final graduation thesis (Bachelor's or Master's) will be sent to students electronically by the supervisor no later than by the end of the first week in the semester. The student signs the assignment and immediately sends it back by e-mail to the supervisor, who prints the assignment, signs it and hands it over to the Head of Department for signature.  
Two copies of this document are made. The original assignment will be returned to the supervisor, who hands it over to the student (only electronic format can be used) no later than by the end of the second week of instruction in the semester. One copy of the assignment is filed at the department where the final graduation thesis is conducted, and the second copy of the assignment is filed at the Student Administration where it is handed over by the respective department no later than by the end of the second week of instruction in the semester.  
If the student registers for the final graduation thesis only in the first two weeks of the semester, the deadlines for the final graduation thesis assignment are adequately shifted with respect to the date of registration for the course.
9. The planning and running of the examination session are at the discretion of the Faculty Management. Booking rooms for face-to-face examinations will not start before 29. 3. No later than by 3. 5., the examiners must publish the examination dates in IS KOS and inform the students about the examination method (face-to-face/distance) in the respective course.
10. In courses where instruction cannot be fully replaced by the distance format (laboratories, measurements, field work), the instruction can also run in the face-to-face block format at the moment when the current level of alertness allows it. The face-to-face block format must not collide with another instruction format scheduled in the time table. The implementation of face-to-face block instruction is at the discretion of the course guarantor in coordination with the study programme guarantor and the Head of the respective Department responsible for administering the instruction.
11. The basic communication of the Faculty Management with the students and teachers is via the e-mail addresses listed in the CTU Usermap. The Faculty academic community is obliged to check their e-mail accounts on a regular basis and follow the Faculty Management instructions received by e-mail.  
*Bulk e-mails related to instruction can be sent by the Faculty Dean, prof. Jiří Máca, the Vice-Dean for Education, prof. Zuzana Pešková, the Head of Student Administration, Ing. Ditta Saláková or Student Administration officers, or via FCE ITC staff, Dr. Vladimír Hora or Ing. Zora Záleská.*

## Article 4

### Limited presence of academic community members in instruction

1. If the personal presence of a student in instruction is not possible for the reason of the coronavirus disease and the student's state of health does not allow them to devote themselves to studies, the student may ask the teacher for individual distance instruction in the self-study format.
2. In the case that a larger group of students (e.g. a whole study group), or a prevailing part of students in the same year of study is under mandatory quarantine, the teachers switch from practicable face-to-face instruction in compulsory and compulsory elective courses to on-line instruction in the respective group or the whole year of study.
3. In the case that a teacher is unable to participate personally in practicable face-to-face instruction (mandatory quarantine, illness or belonging to at-risk group), the course guarantor, in coordination with the Head of Department and the study programme guarantor, will decide without delay if the instruction will switch to the on-line format or if a substitute teacher will be appointed to take over the instruction.
4. In the case that a teacher is unable to manage even distance instruction due to illness, the teacher reports this fact without delay to the course guarantor and the Head of Department, who will see to it that the instruction is taken over by another teacher.
5. The students or teachers who have been infected with the coronavirus or are put under mandatory quarantine are obliged to report this fact without delay by email at [eva.steffelova@fsv.cvut.cz](mailto:eva.steffelova@fsv.cvut.cz).

The students are obliged to supply further supplementary information:

- a) names of other persons from CTU they have met,
- b) names of the faculties where their contacts are studying,
- c) in the case of dormitory accommodation, their dormitory name, block, room
- d) potential requirements for obtaining quarantine accommodation (applies also to students who are currently not staying at a dormitory).

If a student applies for any relief from study in connection with mandatory quarantine or coronavirus disease, they apply exclusively to the Faculty Student Administration. The respective Student Administration officer will successively contact the teachers of relevant courses by e-mail.

*Students under quarantine are excused for their absence in face-to-face instruction during the quarantine period. The student is obliged to prove the imposed quarantine by sending the public health quarantine order or the attending physician's statement to their Student Administration officer without delay. The Student Administration officer will immediately notify all relevant teachers of this fact.*

*The absence during the quarantine period or documented coronavirus disease is not included in the number of allowed absences in the respective course; students will be allowed distance study or provided materials for self-study to the maximum extent. The deadlines for completing the respective course may also be potentially postponed.*

*Example: 2 allowed absences are set by the Head of Department – see SER Art. 7 Para. 5. If quarantine related measures (10 days) result in absences from two practical classes, this non-participation is not counted and the student can be absent from another 2 classes.*

The staff are obliged to:

- a) report this fact to their superior as well,
- b) supply the names of other persons at CTU they have met.

Failing to comply with reporting obligations may lead to initiating disciplinary proceedings with students, and staff offences may be resolved by the application of labour legislation.

## Article 5

### Study abroad

1. Students studying abroad are recommended to:
  - take out an insurance policy in case of coronavirus infection,
  - always have adequate financial resources available to allow their potential fast return home,
  - ensure medical care as a prevention.

*The above recommendation applies to both the students who are not Czech citizens and study at the Faculty of Civil Engineering CTU in Prague and the students who are Czech citizens and have left for a study stay abroad.*
2. If a student who is not a Czech citizen leaves the Czech Republic in the time of limited face-to-face instruction, they are still obliged to participate in on-line instruction from abroad.
3. If a student who has left for a study stay abroad must return back to the Czech Republic in connection with the coronavirus pandemic and the foreign university does not allow them to complete the semester in the distance format, they can continue their study in their study programme based on an application to the Dean submitted via the Student Administration and additionally register for courses in their study plan after the expiry of the second week of instruction at FCE.

## Article 6

### Courses that could not be completed by the end of the winter semester of the 2020/2021 academic year

1. In courses where distance instruction could not be fully practised (laboratories, measurements, field work) and face-to-face block instruction could not be implemented due to the epidemiological situation, this instruction will be completed in the block format by the end of the spring semester of the 2020/2021 academic year, or the teachers will specify another (alternative) method of completing the course. Face-to-face block instruction must not collide with another type of instruction scheduled in the time table.  
The implementation of face-to-face block instruction is at the discretion of the course guarantor in coordination with the study programme guarantor and the Head of the respective Department responsible for administering the instruction.
2. If a student could not participate in an examination (face-to-face/distance) during the examination session of the winter semester of the 2020/2021 academic year for the reason of coronavirus infection or mandatory quarantine and documented this fact to the Student Administration during the winter semester examination session (i.e. by 15. 2. 2021), they will be allowed to sit for the examination during the spring semester. The examination date is set by the teacher by mutual agreement with the student. The teacher is notified of a justified right to examination by e-mail sent by the respective Student Administration officer.  
The student will be allowed one regular examination date (unless the student has already used it during the regular examination session) and one retake date (unless the student has already used it during the regular examination session). The possibility of using the second retake date must be applied for by the student via the Faculty Student Administration.  
Permitting a student to sit for an examination in the spring semester of the 2020/2021 academic year due to mandatory quarantine during the winter semester examination session of the 2020/2021 academic year is only relevant for the face-to-face examination method.

#### *Example 1:*

*A student did not use any examination date during the examination session and was infected with coronavirus, which was properly documented by the student to the Student Administration by 15. 2. 2021. During the spring semester, the student will be allowed to use the first date for taking the examination, if they fail, they will be examined once more using the second (first retake) date. The possibility of using the second retake date must be applied for by the student via the Faculty Student Administration.*



*Example 2:*

*A student failed on the first examination date during the winter semester examination session and was subsequently infected with coronavirus, which was properly documented by the student to the Student Administration by 15. 2. 2021. During the spring semester, the student will be allowed to use the second (first retake) date for taking the examination. The possibility of using the second retake date must be applied for by the student via the Faculty Student Administration.*

*Example 3:*

*A student failed both the first and the second examination attempt in the winter semester examination session and was subsequently infected with coronavirus, which was properly documented by the student to the Student Administration by 15. 2. 2021.*

*The possibility of using the second retake date must be applied for by the student via the Faculty Student Administration.*

3. The students who could not complete a course for the reasons stated in points 1 and 2 are conditionally enrolled in the spring semester. In the case of non-fulfilment of their study obligations related to these courses (failing to reach the minimum number of credit points or failing a course after its second registration), the student's study will be immediately terminated.
4. Any merit scholarship will be granted to the students who could not complete a course for the reasons stated in points 1 and 2 retroactively, only after the student has successfully completed the course and the teacher has entered the grade in IS KOS. The scholarship will be paid in full.

## Article 7

### Final provisions

1. Approved by the Dean's Collegium of the Faculty of Civil Engineering CTU in Prague on 3. 2. 2021.
2. The Methodological Instruction enters into force on the day of its issue.
3. The Methodological Instruction can be further specified by other instructions relating to protective measures against the spread of coronavirus infection.
4. The Methodological Instruction automatically expires at the moment when the authorizations under § 95c of the Act on Institutes of Higher Education no more apply or on 16. 5. 2021.

In Prague on 4. 2. 2021

prof. Ing. arch. Ing. Zuzana Pešková, Ph.D.  
Vice-Dean for Education