

METHODOLOGICAL INSTRUCTION OF THE VICE-DEAN FOR EDUCATION

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

To implement the current 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 adopted under extraordinary circumstances of the limitation of students' personal presence during the instruction period of the winter semester of the 2021/2022 academic year pursuant to Act No. 111/1998 Coll. on Higher Education Institutions, 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

Exceptional measures in instruction

1. Instruction at FCE will be running in a standard, face-to-face format, unless the students' personal presence at the Faculty is limited by extraordinary measures of the Government of the Czech Republic, or the CTU Rector, or the FCE Dean.
2. The announced governmental or Rector's restrictions may be tightened by the Faculty Dean, they cannot be eased.
3. The up-to-date restrictions in instruction are published on the [FCE portal](#). The information about a potential change in the instruction format is also sent by mass emails to the addresses listed in the [CTU Usermap](#). The Faculty academic community is obliged to regularly check the FCE portal and their e-mail accounts and follow the Faculty Management instructions received through them.
4. If a measure of a higher legal force is issued that will tighten the restrictions in instruction, the modification of the instruction format applies immediately, i.e. from the date of announcing the new measure.

For example, standard face-to-face instruction is allowed on Monday 20. 9., and the limitation of students' personal presence at the Faculty is announced from Wednesday 22. 9., i.e. the instruction will switch to the on-line format in the scope announced by the measure starting from Wednesday 22.9.

5. If the limitation of students' personal presence at the Faculty is alleviated, the modification of the teaching format will apply no earlier than from Monday of the following week.

For example, the limitation of students' personal presence at the Faculty applies on Sunday 26. 9., and the softening of this measure is announced on Monday 27. 9., the instruction will switch to a less strict regime starting from the following Monday, i.e. from 4. 10.

Article 3

Measures for ensuring continuous running of instruction at FCE in the instruction period of the winter semester of the 2021/2022 academic year

1. 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 respective Departments shall ensure the publication of the basic study materials accessible in the digital format solely to the Faculty students and staff for all compulsory and compulsory elective courses. These materials may contain links to publicly accessible sources (e.g. instruction videos or on-line publications).

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

- *Communication by email to the addresses listed in the CTU Usermap as priority addresses,*
- *MS Teams (used primarily for video instruction),*
- *Moodle (serves primarily for filing the documentation and background materials 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 form "84010 – Rules for Creating Teams in MS Teams" in IS KOS, accessible to departmental schedulers and IS KOS administrators. The form allows setting up and changing – even 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 IS KOS. When 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 Studio Head or the course guarantor. The recommended practice is to label the Team using the same logic as in the other courses, e.g. PredmětB202AtelierHead'ssurname.

The Head of Department is responsible for the organization of creating Teams for the courses guaranteed by the respective Department. The Teams are created by the 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 them. Course guarantors act as the MS-Teams course administrators. The course guarantors consider the deletion of the Teams for courses from the previous semesters if this is possible and desirable. When there is a request 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 the 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)

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

The recommended practice is 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 initial information about 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.

The recommended practice is to publish this information on the Department website in the section including information about individual courses.

3. In the case of restrictions in face-to-face instruction, distance learning tools (on-line instruction) will be used for compulsory and compulsory elective courses without delay. For the rules and recommendations for on-line instruction at FCE see

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. A potential change within on-line instruction must be agreed between the teacher and all students so that instruction in another course is not disrupted.
6. If the instruction at FCE runs partly face-to-face and partly on-line (hybrid instruction), the teachers are obliged to make recordings of their on-line classes and make them available to the students for at least 7 days. The student's priority obligation is to participate in face-to-face instruction.

For example, a student has face-to-face instruction from 9.00 to 12.00, on-line instruction from 12.00 to 14.00 and face-to-face instruction from 14.00 to 16.00, and is unable to connect to the on-line instruction from the Faculty. In this case, they will participate in face-to-face instruction and will study the material that had to be taught on-line based on the recording. Their absence in on-line instruction will not be considered as an absence.

7. Even during the time of restricted face-to-face instruction, students must be able to agree on an on-line or individual face-to-face consultation with their teacher.
8. In the case of a limited student's personal presence or excused absence at the Faculty, the assignment of the final graduation thesis (Bachelor's or Master's) will be sent to the 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 the 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.
9. The planning and running of the examination period are at the discretion of the Faculty Management depending on the development of the epidemiological situation. Booking rooms for face-to-face examinations will be announced no later than by 21.11. No later than by 12.12., 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 the 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 restrictions in instruction allow it. The face-to-face block format instruction 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.

Article 4

Limited presence of academic community members in instruction

1. A student can apologize for not attending face-to-face instruction if:
 - 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 and is currently unable to cross the border. 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](#).

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 objective reasons that are the obstacle to crossing the border. If a student has no valid visa, they must state the date when it will be issued.*

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 the respective teachers by email.

2. If a student is excused from face-to-face instruction under Article 4, Point 1, the teacher is obliged to assign them material for self-study. The absence from face-to-face instruction will not be included in the total compulsory attendance, conditional on a successful completion of the course.
3. If face-to-face instruction is essential for a successful completion of a course and the student is unable to complete it for objective reasons under Article 4, Point 1, the teacher will consult the course completion procedure with the Vice-Dean for Education.
4. The students and employees who show signs of an infectious disease may use a three-day period of absence from face-to-face instruction without having to document this fact by a medical certificate.
5. The teacher may ask a student who shows clear symptoms of an infectious disease to leave the class. In such a case, the student will be excused for not attending the instruction, and the absence will be included in the total number of permitted absences in the subject.
6. In the case that a larger group of students (e.g. a whole study group or a substantial part of a study group making face-to-face instruction ineffective, or a prevailing part of students in the same year of study) is under mandatory quarantine, potential face-to-face instruction in compulsory and compulsory elective courses in the respective group or the whole year of study switches to the on-line instruction format. The change to the on-line instruction format is at the discretion of the course teacher in coordination with the course guarantor and the Head of Department.
7. In the case that a teacher is unable to participate personally in potential face-to-face instruction (mandatory quarantine, illness or belonging to the 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.
8. 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.

9. The students or teachers who are infected with the coronavirus or who are put under mandatory quarantine are obliged to report this fact without delay by email at eva.steffelova@fsv.cvut.cz

The students are obliged to supply further supporting information:

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

If a student applies for any relief from study in connection with mandatory quarantine or a 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.

The 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 check if the student has been properly registered with Mrs Šteffelová. If all regulations are met, the Student Administration officer will immediately notify all relevant teachers of this fact.

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

Example: 2 permitted 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 considered and the student can be absent from another 2 classes.

The employees 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 the reporting obligations may lead to initiating disciplinary proceedings with students, and employee offences may be resolved by the application of labour legislation.

Article 5 Study abroad

1. The students who study abroad are recommended to:
 - take out an insurance policy in case of coronavirus infection,
 - always have such 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 restricted face-to-face instruction, they are still obliged to participate in the on-line instruction format 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 may 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

Final provisions

1. Approved by the Dean's Collegium of the Faculty of Civil Engineering CTU in Prague on 13. 9. 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 Higher Education Institutions no more apply, or on 17. 12. 2021.

In Prague on 13. 9. 2021

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