

METHODOLOGICAL INSTRUCTION OF VICE-DEAN FOR EDUCATION

for the course of the examination session in Bachelor and Master degree studies in 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, to implement [The Rector's Order No. 9/2020 Governing Studies and Examinations at CTU in Connection with Measures to Reduce the Risk of Coronavirus Infection](#) as amended and potential other instructions which replace this order, and Methodological Instructions of the CTU Vice-Rector for Bachelor and Master Degree Studies, I hereby issue the following Methodology.

Article 1

Subject of regulation

The document describes the procedure adopted under extraordinary circumstances of the restriction of students' personal presence during the examination session in the winter semester of the 2021/2022 academic year pursuant to Act No. 111/1998 Coll. on Higher Education Institutions, Part Seventeen, § 95c, d, and the procedures generally considering the impacts of the pandemic situation on the standard face-to-face verification of study results (credits, classified credits, examinations and final graduation examinations) regardless of the restrictions announced by the Government.

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 for the examination session

1. The verification of study results (i.e. credits, classified credits, examinations and final graduation examinations) at FCE will take place in the standard, face-to-face format, unless the students' personal presence at the Faculty is restricted by extraordinary measures of the Government of the Czech Republic, or the CTU Rector, or the FCE Dean.
2. The Faculty's priority is to ensure the maximally consistent course of the examination session and equal conditions for the verification of study results.
3. The announced governmental or Rector's restrictions may be tightened by the Faculty Dean, they cannot be eased.
4. The up-to-date restrictions in instruction are published on the [FCE portal](#). The information about a potential change in the examination session 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.
5. 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 3.1., and the restriction of students' personal presence at the Faculty is announced from Wednesday 5.1., the verification of study results (credits, classified credits and the majority of examinations) will switch to the on-line format in the scope announced by the measure starting from Wednesday 5.1.

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

For example, the restriction of students' personal presence at the Faculty applies on Sunday 9.1., and the softening of this measure is announced on Monday 17.1., the instruction will switch to a less strict regime starting from the following Monday, i.e. from 24. 1.

7. In the case of a total restriction of students' personal presence at the Faculty to groups smaller than 10 persons in one room, the study results will be verified as follows:

A. Credit and classified credit

- I. The study results in the form of a credit or classified credit will be verified exclusively in the distance format:
 - based on presence in non-contact instruction,
 - based on an elaborated semester project submitted by the student only in a digital format,
 - based on an on-line test,
 - based on an oral video interview,
 - by a combination of the above options.
- II. The dates and method of submitting the project or the verification of knowledge is at the discretion of the course guarantor in coordination with the Head of the respective Department administering the instruction.
- III. If a student is unable to comply with the conditions for a course completion in the prescribed standard way, the teacher will grant them an individual way of submission.

B. Examination

- I. Examinations will take place in the distance format to the maximum possible extent using the following options:
 - video interviews for oral examinations (MS Teams application is recommended),
 - testing via electronic platforms for written examinations (Moodle or MS Teams are recommended),
 - combination of the above options.

In courses where possible and convenient, direct examination can be replaced by the elaboration of an individually assigned independent project.

- II. The courses that can be examined in the face-to-face format are listed in Annex No. 1 to this Methodological Instruction.
- III. The organisation of face-to-face examinations and following all public health and safety measures is at the discretion of the course guarantor in coordination with the Head of the respective Department administering the instruction.
- IV. In justified cases, a student can apply for an individual change in the examination format via the [FCE Student Administration](#).

The reasons considered as objective for a change in the examination format from the face-to-face to the on-line format are:

- *student belongs to the at-risk group (especially the chronically 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 reasons considered as objective for a change in the examination format from the on-line to the face-to-face format are:

- *student's insufficient technical equipment,*
- *recommendation from ELSA,*
- *other specific cases evaluated as relevant by the Vice-Dean for Education.*

The application 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 authenticated affidavit.*
- *The Vice-Dean for Education can ask for the documentation of all facts to which the student has referred in the application.*

Granting a change in the examination format is at the discretion of the Vice-Dean for Education, the Student Administration officer informs the student and the respective teachers by e-mail. The examination date will be set by a mutual teacher-student agreement.

- V. If a student cannot participate in the verification of study results for objective reasons, they may apply for an individual extension of the examination session up to 16.9.2022 via the [FCE Student Administration](#). The student can file the application no later than by 13. 2. 2022.

The reasons that can be considered as objective are:

- *mandatory quarantine,*
- *disease,*
- *complicated life situation in connection with the coronavirus crisis,*
- *other specific cases evaluated as relevant by the Vice-Dean for Education.*

The application must include documented reasons:

- *If a student refers to medical reasons (their own or close person's), a medical statement must be attached.*
- *The Vice-Dean for Education can ask for the documentation of all facts to which the student has referred in the application.*

Granting an individual extension of the examination session is at the discretion of the Vice-Dean for Education, the Student Administration officer informs the student and the respective teachers by e-mail. An alternative examination date will be set by a mutual teacher-student agreement.

C. Final graduation examination

- I. Final graduation examinations (hereinafter "FGE") will take place in the face-to-face format to the maximum possible extent.
- II. In justified cases, a student may individually apply for a change in the FGE format to the on-line format via the [FCE Student Administration](#).
- III. FGE will be held as public examinations, if a limit of 10 persons in the room is not exceeded. If this limit is exceeded, the public will be excluded from participation in FGE; in such a case, an audio or an audio-visual recording of the FGE course will be made and filed at the department organising the FGE for 5 years.
- IV. I hereby amend Article 5 par. 2 of the Dean's Regulation No.1/2020 for the Implementation of Bachelor and Master Degree Study Programmes at the Faculty of Civil Engineering CTU in Prague as follows:
The Board of Examiners for the defence of final graduation examinations need not include a prominent expert, who is not a CTU employee.

- V. Oral examinations in thematic areas and the defence of the final thesis can take place simultaneously for the respective branch of study, administered by the same Board and on the same date. The members of the Board of Examiners for the respective thematic area must include the examiner to whom the student has registered.
- VI. The student learns the result of the examination immediately after the examination is over and will not stay on the Faculty campus without a reason any longer. There will be no common opening and closing ceremony.
- VII. The public health and safety measures currently in force must be followed during the examinations. Compliance with public health and safety measures is at the discretion of the Head of Department organising FGE.

Article 3

Measures for ensuring continuous course of study results verification

1. For each compulsory and compulsory elective course, the information about the respective course must include the format of the verification of study results (credit, classified credit, examination) in the case of a restriction in the personal presence of the academic community members at the Faculty, i.e. in which way the study results will be verified using on-line tools (preferred platforms at CTU being MS Teams or Moodle).

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

2. In the case of a necessary change in the format of the verification of study results from the face-to-face format to the on-line format, the teacher is obliged to inform the students about this fact by e-mail from IS KOS without delay, the e-mail subject must include the course code.
3. 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.
4. Even during the time of restricted personal presence at the Faculty, students must be able to agree on an on-line or individual face-to-face consultation with their teacher.
5. The submission of the final thesis (Bachelor's or Master's) will follow the time schedule below:

by 2. 1. 2021 The final thesis uploading in IS KOS (this holds true regardless of the development of the epidemiological situation).

by 3. 1. 2021 The student's hand-in of the final thesis printout to the Department (if there was a change in connection with epidemiological measures, students would be informed by e-mail about the postponement of the deadline for handing in the final thesis printout.)

Individual postponement of the dates for the final thesis submission can only be granted based on an approved application filed by the student to the Student Administration (also electronically via the helpdesk application, see <https://portal.fsv.cvut.cz/en/hlavni/dekanat.php#pedagog>) in advance (no later than by 2. 1. 2022).

The application is granted by the Vice-Dean for Education after a consultation with the Supervisor of the thesis.

Standard time procedure applied:

Hand-in date postponement by 9. 1. 2022 (electronic version) and 10. 1. 2022 (printout) – student will defend the thesis in February 2022.

Hand-in date postponement after 9. 1. 2022 – student will only defend the thesis in June 2022, unless the Head of Department guarantees that the Department is able to organise the defence earlier.

6. The planning of the course of instruction in the summer semester will be decided by the Faculty management depending on the development of the epidemiological situation, no later than by 2. 2. 2022.

Article 4

Limited presence of academic community members in instruction

1. A student can apologize for not attending face-to-face verification of study results if:
 - student is under quarantine or is ill,
 - student belongs to the at-risk group (especially the chronically 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 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 under Article 4, Point 1, the teacher is obliged to assign them an alternative date for the verification of study results based on a mutual student-teacher agreement.
3. The teacher may ask a student who shows clear symptoms of an infectious disease or who violates the current measures against the spread of coronavirus infection to leave the room where a face-to-face credit test or an examination are held. In such a case, the student will not be excused for not attending the credit test or the examination, and the attempt will be classified by N or F.
4. In the case that a larger group of students (e.g. the whole study capacity of the respective date) is under mandatory quarantine, potential face-to-face verification of study results in compulsory and compulsory elective courses in the respective group switches to the on-line format. The change to the on-line format is at the discretion of the course teacher in coordination with the course guarantor and the Head of Department.
5. In the case that a teacher is unable to participate personally in potential face-to-face verification of study results (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 verification of study results will switch to the on-line format or if a substitute teacher will be appointed to take over the verification of study results, or if the announced dates will be moved to a later date.
6. In the case that a teacher is unable to manage even on-line verification of study results 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.
7. The students or teachers who are infected with the coronavirus or who are put under mandatory quarantine are obliged to report this fact by email without delay 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 the fulfilment of study duties in connection with mandatory quarantine or a coronavirus disease, they apply exclusively to the [Faculty Student Administration](#).

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 students' restricted personal presence at the Faculty, they are still obliged to participate in the verification of study results in the on-line format from abroad.

Article 6 Final Provisions

1. Approved by the Dean's Collegium of the Faculty of Civil Engineering CTU in Prague on 14. 12. 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 13. 2. 2022.

In Prague on 17. 12. 2021

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

Annex No. 1

Courses that can be completed in the face-to-face format in the winter semester of the 2021/2022 academic year

Code	Name
101KG01	Konstruktivní geometrie
101KOGG	Konstruktivní geometrie
101KGR	Konstruktivní geometrie R
101KGA1	Konstruktivní geometrie A
101MA01	Matematika 1
101M1A	Matematika 1A
101MM1G	Matematika 1G
101MAR1	Matematika R1
101MT01	Mathematics 1
101MA03	Matematika 3
101M3A	Matematika 3A
101MA04	Matematika 4
101M04B	Matematika 4B
101MAT4	Mathematics 4
101MM4G	Matematika 4G
101MA02	Matematika 2
101M2A	Matematika A2
101MAR2	Matematika R2
101PMSG	Pravděpodobnost a mat. statistika
101SPS	Spolehlivost systémů
101STM	Stochastické metody v ŽP
124HRRB	Historické konstrukce a rekonstrukce budov
124PDRC	Poruchy, degradace, rekonstrukce
124PS2C	Pozemní stavby 2C
124PS03	Konstrukce pozemních staveb
124PSA1	Pozemní stavby A1
124PSA4	Pozemní stavby A4
124PSI1	Pozemní stavby 1I
124PSR1	Pozemní stavby 1R
124SF01	Stavební fyzika
124SF1	Stavební fyzika 1
124SFA	Stavební fyzika 1A
124PS2R	Pozemní stavby 2R
126PLCO	Plánování a controlling
132DY02	Dynamika stavebních k-cí
132MPV	Modelování k-cí při požáru
132NAK	Numerická analýza k-cí
132PRA	Pružnost a pevnost A
132PRPE	Pružnost a pevnost
132PRPM	Přetváření a porušování mat.

132PRUR	Pružnost a pevnost R
132SMA1	Stavební mechanika 1A
132SM01	Stavební mechanika 1
132SM02	Stavební mechanika 2
132SM3	Stavební mechanika 3
132SMR1	Stavební mechanika R1
133BK01 + 133BZKQ	Betonové a zděné konstrukce 1
133BZA1	Betonové a zděné konstrukce v arch. 1
133B03C + 133B03K	Betonové konstrukce 3
133NNKB + 133NKRB	Navrhování nosných konstrukcí - beton
133PSBZ	Požární spolehlivost beton. a zděných konstrukcí
133RBZS	Realizace beton. a zděných konstrukcí
133CM01	Concrete and Masonry Structures 1
133CM03	Concrete and Masonry Structures 3
134FRSS	Fire Resistance of Steel and Timber Structures
134NKPZ	Nosné konstrukce za požáru
134NKRO	Nosné konstrukce R – ocel
134NNKO	Navrhování nosných konstrukcí - ocel
134OCM1	Ocelové mosty 1
134ODA2	Ocelové a dřevěné konstrukce v arch. 2
134ODKV	Ocelové a dřevěné konstrukce
134OK01	Ocelové konstrukce 1
134O02C	Ocelové konstrukce 2C
134O02K	Ocelové konstrukce 2K
134PSOD	Požární spolehlivost ocelových a dřevěných konstrukcí
134ROD	Realizace ocel. a dřevěných konstrukcí
134STBR	Steel bridges
134ST01	Steel Structures
134ST02	Steel structures 2
134TBST	Timber Based Structures
134TMZQ	Tepelná a mechanická zatížení Q
135GEA	Geologie
135GM01	Geomechanika 1
135GM2I	Geomechanika 2I
135ZS01	Zakládání staveb 1
135ZSVT	Zakládání staveb
135GET	Geotechnika
135PSMH	Podzemní stavby a mechanika hornin
141HYA	Hydraulika
141HYDR	Hydraulika R
141HYA2	Hydraulika 2
141KMH	Klimatologie, meteorologie, hydrologie
141APHD	Aplikovaná hydrologie
143HPVO	Hydraulika podzemní vody
155GEP1	Geodetické přístroje
155TGD3	Teoretická geodézie 3