



Methodological Instruction of the Vice-Dean for Education No. 1/2020

for the course of instruction in the winter semester of the 2020/2021 academic year

Preamble

This instruction is issued as a follow-up to the [Rector's Order No. 21/020 On Reducing the Risk of Coronavirus Infection](#).

The document describes the procedure used during the disruption of standard contact instruction during the winter semester of the 2020/2020 academic year in connection with the coronavirus pandemic. It is obligatory for the teachers and students of the Faculty of Civil Engineering CTU in Prague.

Article 1

Levels of alertness in providing instruction

1. Pursuant to the Rector's Order, the instruction format at the Faculty of Civil Engineering CTU in Prague will derive from the rules set out in the levels of alertness according to the current epidemiological situation in Prague. The level of alertness is specified by the data published on the CTU website, unless stricter conditions are set out by the Dean's Order.

Level of alertness	Compulsory and compulsory elective courses	Elective courses	LLL and U3A	Note
Level 0 – Zero or negligible risk	Face-to-face instruction	Face-to-face instruction	Face-to-face instruction (for U3A transition to non-contact instruction in enclosed spaces is recommended)	If the public health limit for the number of persons gathered is exceeded, instruction changes to the on-line format.
Level I – Spread of disease without transmission in the community	Face-to-face instruction	Face-to-face instruction	LLL – Face-to-face instruction U3A – non-contact instruction (except for courses taught outside enclosed spaces)	Mandatory face masks for students even during lessons. If the public health limit for the number of persons gathered is exceeded, instruction changes to the on-line format.
Level II – Early stage of community transmission	Lectures change to the on-line format pursuant to Annex 1, practicals run in	The teaching of elective courses is decided by Heads of Department.	LLL – may run in the face-to-face or non-contact format according to the course instructor's	Compulsory face masks for students and teachers even during lessons. Operation in

	<p>the face-to-face format.</p> <p>Other courses have face-to-face instruction.</p>		<p>decision U3A –non-contact instruction.</p>	<p>Studio D must be modified so that simultaneous instruction of more than three studios in the large classroom is eliminated.</p> <p>If the public health limit for the number of persons gathered is exceeded, instruction changes to the on-line format.</p>
<p>Level III – Growing or persistent community transmission</p>	<p>Non-contact instruction to the maximum extent.</p> <p>For courses listed in Annex 2 substitute face-to-face instruction will be specified when it is possible.</p>	<p>Non-contact instruction, if it is impossible for the respective course, the Head of Department decides about further instruction in the course during the semester.</p>	<p>Non-contact instruction.</p>	<p>Faculty buildings are closed for students in Bachelor and Master degree programmes and for the public.</p> <p>Individual consultations on final theses, studio work and projects according to public health limitations currently in force.</p>

Note:

On-line format = instruction runs in the time specified in the standard time table in MS Teams and is recorded, the record is accessible to the students for at least seven days.

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

2. If the level of alertness is increased, the modification of the teaching regime applies immediately, i.e. from the date of announcing the higher-risk level of alertness.
(E.g. Level of alertness II applies on 20. 9., and Level of alertness III is announced on Monday 21. 9., instruction will change to the non-contact format to the maximum extent from Tuesday 22. 9.)
3. If the level of alertness is decreased, the modification of the teaching regime will apply from the Monday of the following week.
(E.g. Level of alertness II applies on 20. 9., and Level of alertness I is announced on Monday 21. 9., the instruction fully changes to the face-to-face format starting from the following Monday, i.e. 28. 9.)

Article 2

Measures for ensuring continuous running of instruction in the winter semester of the 2020/2021 academic year in the case of necessity of limiting the face-to-face instruction format at the Faculty of Civil Engineering CTU in Prague

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 individual Departments will ensure the publication of basic study materials which will be accessible in the digital format only to the Faculty students and staff for each compulsory and compulsory elective course. These materials may contain links to publicly accessible sources (e.g. instruction videos or on-line publications).

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

- communication by e-mail,
- MS Teams,
- Moodle.

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

The teams in MS Teams including larger numbers of members (over 30) can be established centrally via the Rector's Office ITC, the requirements for the Faculty of Civil Engineering will be concentrated at [the Vice-Dean for Education, Ms Pešková](#), by 14. 9. 2020. The requirements of individual departments will be sent by the Head of Department or an authorized person in one file. Pursuant to the Rector's Order, the list of requirements shall include the course codes and, following a semi-colon, a potential required subdivision into lower parallel groups, each requirement on a new line as follows:

<i>519U3B</i>	<i>only course code – one group will be established for the course</i>
<i>519U3B;P</i>	<i>course code and lecture – all parallel lecture groups will be established</i>
<i>519U3B;C</i>	<i>course code and practical – all parallel practical groups will be established</i>
<i>519U3B;L</i>	<i>course code and laboratory – all parallel laboratory groups will be established</i>
<i>519U3B;P1</i>	<i>course code and specific lecture – a specific lecture will be established</i>
<i>519U3B;C102</i>	<i>course code and specific practical – a specific practical will be established</i>
<i>519U3B;L236</i>	<i>course code and specific laboratory – a specific laboratory will be established</i>

The format of the instruction team name in MS Teams will be e.g. Course-B201-519U3B-C102. The team can be established without the assistance of the Rector's Office ITC by copying the list of students' "usernames" into MS Teams.

The requirements for the establishment of Teams received during the semester will be met as soon as possible even during the semester.

(Support for MS Teams at FSv Ing. Zbyněk Škoda 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 the on-line instruction format. These are, in particular, changed conditions for a continuous review of study, requirements for the examination and conditions for granting credits with respect to the 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, no later than during the first lesson, the students will be informed by their teachers about the method of providing

instruction in the specific course in the case of necessity of limiting the face-to-face instruction format and the teacher's communication method with the students.

It is recommended to publish this information on the department website in the section of information on individual courses.

3. In the case of limiting 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 (in Czech)
4. If a student is unable to fulfil their study duties because of the limitation of face-to-face instruction by the Faculty for objective reasons, they must solve their situation with the Dean via [Student Administration](#) without delay.
5. The instruction in elective courses during the time of face-to-face instruction limitation is decided by the Heads of the respective Departments.
6. The times of the standard [time table of courses](#) will be followed for 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 it does not disrupt instruction in another course.
7. Even during the time of limited face-to-face instruction, students must be able to agree on an on-line or individual contact consultation with their teacher.
8. 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 instructions of the Faculty Management 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 via FCE ITC staff, Dr. Vladimír Hora or Ing. Zora Záleská.

Article 3

Limited presence of members of the academic community in instruction

1. If the personal presence of students in instruction is not possible for the reason of the coronavirus infection and the student's state of health does not allow them to devote themselves to studies, the students 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 of compulsory and compulsory elective courses change to the distance instruction format (on-line teaching) for the respective group or the whole year of study.
3. In the case that a teacher is unable to participate personally in instruction (mandatory quarantine, illness or belonging to at-risk group) in connection with the coronavirus pandemic, the course guarantor in coordination with the Head of Department will decide without delay if the instruction will change to the distance format or if a substitute teacher will be appointed to take over the instruction.
4. 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 supplementary information:

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

The staff are obliged to:

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

Article 4

Study abroad

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

The 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 obliged to participate in distance learning from abroad, too.
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 the Faculty of Civil Engineering.
4. The study in the Bachelor and Master degree study programme of Civil Engineering will start in the on-line format, based on a students' request, standard contact instruction in groups up to the limit set out by public health measures for the gathering of people and in harmony with the announced level of alertness can be started.

Article 5

Final provisions

1. Approved by the Dean's Collegium of the Faculty of Civil Engineering CTU in Prague on 15. 9. 2020.
2. The Methodological Instruction is in force from 15. 9. 2020 to 31. 12. 2020.
3. The Methodological Instruction can be further specified by other instructions relating to protective measures against the spread of the coronavirus infection.

In Prague on 15. 9. 2020

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

Lectures that will be presented in the on-line format in the case of the announcement of Level of alertness II or based on a separately issued Dean's Order

In addition to the courses that cannot be currently taught in the face-to-face format for the reason of their teacher's personal absence in instruction (for the reason of mandatory quarantine, illness or belonging to at-risk group) or for the reason of the personal absence of a majority group of students, the lectures in the following courses will be converted to the on-line format:

A)

The courses comprising simultaneous lectures and practicals. The practicals will be taught in the face-to-face format, in practicals students will be informed about the instruction method. The lecturer will lecture on-line according to the standard time table, the lecture will be simultaneously recorded in the course team in MS Teams (the teacher is obliged to start recording) and the record will be available to students for at least one week (a measure for the students who attend follow-up contact practicals to be able to look at the lecture retroactively).

BACHELOR DEGREE STUDY PROGRAMMES

101KG01	Konstruktivní geometrie
101M1A	Matematika 1A
101M3A	Matematika 3A
101MA01	Matematika 1
101MA03	Matematika 3
105SVAI	Společenské vědy a vývoj architektury
122TS1A	Technologie staveb
122TSC	Technologie staveb
123 MAI	Materiálové inženýrství
123CHE	Chemie
123SH01	Stavební hmoty
123SHMA	Stavební hmoty
124PDRC	Poruchy, degradace, rekonstrukce
124PS2C	Pozemní stavby 2C
124PSA1	Pozemní stavby A1
124PSA4	Pozemní stavby A4
124PSI1	Pozemní stavby 1I
124SF01	Stavební fyzika
124SFA	Stavební fyzika 1A
124YBM1	BIM pro pozemní stavby 1
125TBA1	Technická zařízení budov 1
125TZ02 T	Technické zařízení budov 2
126BIM1	BIM
126EKMN	Ekonomika a management
126MMA2	Ekonomika a management
127UB01	Urbanismus 1
129NB01	Nauka o budovách 1
129NB03	Nauka o budovách 3
132ANKC	Analýza konstrukcí
132NAK	Numerická analýza konstrukcí

132PRA	Pružnost a pevnost A
132PRPE	Pružnost a pevnost
132SM01	Stavební mechanika 1
132SM02	Stavební mechanika 2
132SM3	Stavební mechanika 3
133BK01 + 133BZKQ	Betonové a zděné konstrukce 1
133BZA1	Betonové a zděné konstrukce v arch. 1
134ODA2	Ocelové a dřevěné konstrukce v arch. 2
134OK01	Ocelové konstrukce 1
135GEA	Geologie
135GM01	Geomechanika 1
135GM2I	Geomechanika 2I
135ZS01	Zakládání staveb 1
136DSA	Dopravní stavby
136DSUZ	Dopravní stavby a územní plánování
141HYA	Hydraulika
142VIZP	Vodohospodářské inž. a životní prostředí
143HPVO	Hydraulika podzemní vody
154SG01	Stavební geodézie

MASTER DEGREE STUDY PROGRAMMES

101M04B	Matematika 4B
101MA04	Matematika 4
124DRS	Dřevostavby
124HRRB	Historické konstrukce a rekonstrukce budov
124INB1	Integrované navrhování budov
124PS03	Konstrukce pozemních staveb
127KAZP	Krajinářská architektura a životní prostředí
129DEUM	Dějiny umění
129INT	Interier
129UPP	Úvod do profesní praxe
132NAK	Numerická analýza konstrukcí
133B03C + 33B03K	Betonové konstrukce 3
134O02C	Ocelové konstrukce 2C

B)

The courses not comprising simultaneous lectures and practicals will be started in the face-to-face format, provided this does not happen before the announcement of Level of alertness II, the lectures can take place once even at this level of alertness.

BACHELOR DEGREE STUDY PROGRAMMES

126SPSK	Stavební právo, soutěže a kontrakty
129DA01	Dějiny architektury 1
129DA03	Dějiny architektury 3
129UNA	Úvod do navrhování architektury

MASTER DEGREE STUDY PROGRAMMES

102FYZB	Termomechanika
125SYB	Systémy budov

Courses that cannot be fully taught in the non-contact format

After the transition to the non-contact format, instruction in the courses will be limited to such parts that can be taught in the non-contact format, the necessary contact instruction will take place when it is possible pursuant to centrally set out rules.

102APOZ	Aplikovaná fyzika a OZE
122MKST	Manažerství kvality ve stavebnictví
122PR02	Projekt L02
122YTSD	Technologie výroby stavebních dílců
126 PLCO	Plánování a controlling
132MPV	Modelování konstrukcí při požáru a výbuchu
133B03C+K	Betonové konstrukce 3C + 3K
133NKRB	Nosné konstrukce R – Beton
133NNKB	Navrhování nosných konstrukcí – beton
133KPST	Konstrukce při provádění staveb
133YTB	Technologie betonu
135GEA	Geologie
135GM01	Geomechanika 1
135ZSH	Zakládání staveb a hydrogeologie.
137YDKP	Diagnostika staveb kolejové dopravy
141HY3V	Hydraulika 3
141HYA	Hydraulika
141HYA2	Hydraulika 2
141HYDR	Hydraulika R
143EKDE	Ekologie a dendrologie
143HYP	Hydropedologie – cvičení
143PED	Pedologie – cvičení
143SSP	Soil Science and Soil Physics – cvičení
144VO2	Vodní hospodářství obcí 2
154FS01	Fieldwork Surveying
154GED1	Geodézie 1
154GED3	Geodézie 3
154ING2	Inženýrská geodézie 2
154ING4	Inženýrská geodézie 4
154INGE	Inženýrská geodézie
154KOME	Kontrolní měření
154LSK	Laserové skenování
154MEGE	Metrologie v geodézii
154SG01	Stavební geodézie
154ZAIG	Základy automatizace v inženýrské geodézii
155VGP	Výuka v terénu Geodetické přístroje
155GEP1	Geodetické přístroje 1
155TGD3	Teoretická geodézie 3
220YLPG	Laboratoř geotechniky