

Ensuring the conditions of study at CZU as of
30th November 2021

Article 1

Subject of the Decision

- (1) This Decision is issued in order to prevent the spread of the disease caused by the coronavirus and in accordance with generally binding legal regulations, in particular with the emergency and protective measures of the Ministry of Health:
 - a. Protective Measure No.: MZDR 14600/2021-20/MIN/KAN of 27th October 2021 - "education" as amended by later emergency measures;
 - b. Resolution of the Government of the Czech Republic No. 1065 declaring a state of emergency;

Article 2

Ensuring the conditions of study at CZU

- (1) The personal presence of students at CZU education and examination is possible only if the student does not have symptoms of COVID-19.
- (2) Students are obliged to preferentially use means of distance communication (e-mail, telephone, postal services) to handle their administrative study matters.
- (3) Participation in lifelong learning courses (hereinafter also referred to as "lifelong learning") may not exceed 1,000 persons, provided that all persons participating in lifelong learning do not show clinical signs of COVID-19.

Article 3

Obligations of all persons present at CZU (i.e., students, employees and others)

- (1) All persons are prohibited from moving and staying without respiratory protective equipment (nose, mouth), which is a respirator or similar device (always without exhalation valve) meeting at least all technical conditions and requirements (for the product), including filtration efficiency of at least 94% according to relevant standards (e.g., FFP2/KN 95) in all CZU interiors. Students are required to use the above-mentioned respiratory protective equipment throughout the movement and stay in all internal areas of CZU (i.e., throughout education or examination).

Article 4

Final Provisions

- (1) An integral part of this Decision is the Annex:

Annex No. 1 - Methodical guideline for the organization and course of teaching and verification of study results at CZU

(2) This Decision shall enter into force and shall take effect on the day of its publication.

In Prague 30th November 2021

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Rector

Methodical guideline for the organization and course of verification of study results at CZU in the academic year 2021/2022

With regard to the current epidemiological situation and measures taken by the Government of the Czech Republic, it is necessary to accept that the verification of study results (examinations, credits) during the academic year (AR) 2021/2022 will not take place in an entirely standard manner corresponding to the accredited form of study programs.

It is apparent that the main factors that affect the course and organization of exams and credits are:

- a) valid anti-epidemic measures at a state level,
- b) valid Decision of the Ministry of Education, Youth and Sports on special authorizations of public and private universities in the event of an emergency for CZU in accordance with Section 95c of Act No. 111/1998 Coll., on Schools of Higher Education and Amendments to Other Acts, as amended (Higher Education Act, hereinafter the HE Act), as amended
- c) the current epidemic situation in the whole state and individual regions,
- d) adjustment at a university level.

However, to this must be added the Statement of the National Accreditation Authority with regard to the Methodical Guideline of the NAA on the use of distance education tools in the present-day and combined study in the academic year 2020/2021 and also the Statement of the NAA on the use of online teaching methods of 15th July 2021.

From the point of view of legal certainty for academic staff and students, it is necessary to adopt rules concerning the verification of study results (examinations and credits) in AR 2021/2022, no matter what anti-epidemic measures are in force at the time of the study control. In connection with the above, the following rules are established for the organization of verification of study results (exams and credits) in AR 2021/2022:

1. Forms of verification of study results

a) Contact forms

Contact examination is a standard method for the present-day and combined study. The exam can be oral, written, practical, or combined. The written exam can also be taken in the form of an electronic test.

The contact form of the examination is possible only if the adopted epidemic measures of the state allow it. At the same time, it is always necessary to respect the conditions defined in these measures.

In addition, the following precautions are recommended:

- During the oral contact examination, a maximum of two students should be examined by the examiner in the room simultaneously.
- Contact oral examining should occur in sufficiently large and regularly ventilated rooms so that the appropriate spacings (min. 2 m) can be observed.
- Examiners and students should follow standard hygiene rules (respirators, spacings, disinfectants) during the examination. Hygienic means are provided by the faculty if necessary.

b) Distance forms

Widespread use of the distance form of examination is possible only if the conditions of § 95c of the Higher Education Act are met that due to a crisis or emergency measure, the personal presence of students in education or examinations or participants in the state examination is not possible or limited. The second condition for using the provisions on special permits by the university is the issuance of a Decision of the Ministry of Education, Youth and Sports.

If these conditions are not met, it is possible to take individual measures of the transition to distance forms of teaching and examining only in justified cases, always with regard to ensuring the quality, efficiency, and safety of educational activities. This condition is fulfilled, for example, if the epidemic situation in the state or regions is unfavorable, which is reflected, among other things, in the high number of positively tested students and teachers who must be quarantined or isolated. Then it is also possible to use distance examination methods in addition to contact forms. The decision on the form of the examination belongs to the guarantor of the study subject, who must consider all relevant circumstances. This procedure has been consulted with the National Accreditation Authority for Higher Education.

Distance examining can be done mainly with tools that the university supports. These are:

- Microsoft Teams,
- LMS Moodle (for tests, written verification of study results).

In justified cases, other tools can be used, such as ZOOM.

Distance forms of verification of study results are full-fledged, although they differ in their nature. By changing the contact to distance verification of study results, students' workload should neither be disproportionately reduced nor significantly increased.

Students must have the necessary technical equipment to perform distance examining. Depending on the chosen platform and environment, the student will need: functional computer, stable internet connection, speakers, microphone, webcam.

During distance examining, it is necessary first to verify the student's identity:

In the case of the written distance examination, the student's identity at the elementary level is ensured by the fact that the written exam takes place in an environment in which students log in using the login name and password assigned by the university (Moodle).

When verifying the study results orally, it is necessary to verify the identity using a webcam, so it is necessary that the student has his/her own webcam with sufficient resolution. The student proves his/her identity by showing his/her student ID card to the camera. If the examiner has doubts about the student's identity proven based on the student card, the student is obliged to prove himself/herself with an identity document (ID card, passport) at the examiner's request.

The objectivity of written verification of learning outcomes in the form of tests can be increased by the following measures:

- Selection of a suitable type of test tasks. Particularly relevant are multiple-choice tasks, with one correct answer and a short answer.
- Posing questions in a way that verifies understanding, not only knowledge (so-called Openbook tests).

- Using the task bank to generate tasks of the same difficulty randomly.
- Access to the test should be the same for all participants in the test (day and hour).
- It is necessary to set a time limit for taking the test. The student must be notified of the existence of the time limit before starting the test.

Recommendations for oral verification of study results by distance methods:

- Examination in the presence of at least two students (or teachers) as in the contact control of study results so that the student is not alone with the examiner or examiners (in the case of a commission exam) in the virtual room.
- Recording the oral form of verification of the study results of a standard study subject (does not apply to SFE) is not required or recommended by law. If the guarantor of the course or the examiner considers it necessary to record the exam to verify the study results, this step is possible only if all participants (including the student) agree with it. The student's consent to the recording of the exam should be in writing. Given the need to keep the record in accordance with the regulations of the GDPR, it is necessary in this case to agree precisely in advance with the CZU Security Department.
- It is advisable that the examiner has a working webcam. The webcam on the student's side is mandatory and, in addition to the student's identification, allows for monitoring his/her surroundings.
- Oral verification of study results, to which the student registers through UIS, is preceded by sending a link to an online meeting by e-mail to the address of the registered student listed in UIS. Optimally immediately after the deadline for students to register for the exam, but at least 24 hours before the exam.
- After registering the participants in the virtual room, it is recommended to check the settings and operation of all tools needed for the exam. It is also recommended to introduce the students to the exam rules, its intended course, and the rules of communication.
- The examiner is entitled to invite the examined student to show his/her surroundings with his/her video camera (circling the room with a camera to make sure that there is no one else in it, that he/she does not have a textbook or other equipment at the computer or desk, etc.). The examiner may also ask the student to share the desktop to verify what the student is doing during the exam on the computer.
- If the student refuses to comply with these requirements by the examiner, he/she is excluded from verifying the study results within the given exam date (without expiring the exam date).
- Given the specifics of distance examining, it is recommended not to give students time to prepare answers to the questions asked.
- In case of loss of connection with the student, it is first necessary to restore the connection. If this fails, the examiner may decide on the classification if the course of the study control so far has already enabled him/her to draw conclusions about the student's knowledge. Otherwise, the exam is seen as a failed attempt (without expiring the exam date). The student is not entitled to a special date. The examiner and the student can agree in advance on the backup communication channel (e-mail, telephone) for the operative solution of the connection failure.

- At the end of the exam, the examiner will ensure that the result of the study control is entered into the UIS without undue delay.

2. Announcing the dates of verification of study results

- a) According to the Study and Examination Regulations for studies in bachelor's and master's degree programs, a sufficient, as even as possible number of examination dates with the required capacity, including the usual number of repetitions in individual subjects, must be announced and opened for enrollment no later than 2 weeks before the beginning of the examination period. This deadline must be met.
- b) It is essential that the student registers for the date with the knowledge of what form the exam will take, in what environment it will take place, and what technical equipment he/she will need.
- c) Therefore, when announcing the exam date, it should be stated in what form and in what environment the verification of study results will be performed (contact - oral, written, practical, combined; distance - oral online transmission in MS Teams or in writing in the form of test in LMS Moodle, or a combination of both). The form of verification of study results is determined by the guarantor of the study subject or the examiner with the consent of the guarantor of the study subject.
- d) This form should then be complied with, except in situations where it will not be possible to carry out the contact form of examining at the time of the examination due to the anti-epidemic measures taken by the state.
- e) It is desirable that those guarantors of study subjects who have decided to announce terms in a distance form also list several contact exam dates, especially for students who cannot or do not want to participate in distance verification of study results.