Guideline FIT CTU No. 21/2020
regulating classes in the winter semester of the academic year 2020/2021

Article 1: Introductory provisions

1. This guideline is valid for all the workplaces of the Faculty of Information Technology (hereinafter ‘FIT’) of the Czech Technical University in Prague (hereinafter ‘CTU’).

2. The guideline is prepared in accordance with legal regulations, measures of the Government of the Czech Republic, measures of the relevant ministries and other bodies in connection with reducing the risk of coronavirus infection (hereinafter collectively referred to as ‘government measures’), guidelines of the National Accreditation Bureau for Higher Education, the Study and Examination Code for students of CTU (hereinafter ‘SEC’), Rector’s order No. 16/2020, as amended by later Rector’s regulations (hereinafter ‘Rector’s order’) and Dean’s directive No. 30/2018.

3. The guideline is issued for the purpose of determining the rights and obligations to provide teaching in bachelor’s and master’s degree study programs in the winter semester of the academic year 2020/2021.

Article 2: Restrictions on teaching

1. Teaching at FIT is governed – to the highest possible degree – by the recommendations set out in the Rector’s order, with the restrictions imposed by the government measures.

2. The measures and recommendations set out in the Rector’s order and government measures may be tightened at the level of FIT. The tightened measures (hereinafter ‘FIT restrictions’) may be set by the dean, head of a department or a course guarantor with the consent of the head of the department, while the lower instance can only tighten the rules even more (i.e., even greater space between students, maximal number of people in a room, etc.).

3. Both teachers and students are obliged to get acquainted with the current government measures and FIT restrictions, that will be published (and updated) on the FIT website in the section ‘Coronavirus – up-to-date’ and on the pages of each course in the information system Courses/Moodle.
Article 3: General obligations and responsibility for teaching

1. The head of a department is responsible for the organization of teaching of the courses guaranteed by the department; s/he is obliged to check whether the courses are ready in their appropriate information systems Courses/Moodle, and whether the actual teaching takes place.

2. The head of a department shall also ensure that all the guarantors of the courses (guaranteed by the department) follow this guideline.

3. The instructor of the course monitors that the rules set out in this guideline, as well as government and FIT measures during teaching are observed.

4. The instructors (guarantor) of each course are obliged to keep their course pages in the Courses/Moodle information system updated; in addition to teaching materials, the pages must also contain the up-to-date information on the form and method of teaching, and in accordance with the Rector's order, they are obliged to send e-mails (using the information system KOS) to the students about changes during the semester.

5. The instructors shall not penalize students for their absence at face-to-face classes.

6. Students are required to monitor the course pages in the information system Courses/Moodle with the updated information on the teaching form and they also have to monitor their e-mail they entered to the KOS system.

7. FIT shall provide disinfectants in such a form that both the students and the staff can comply with the current government measures and FIT restrictions.

8. FIT shall provide protective equipment (face masks, protective shields) for their employees in such a form and quantity that the employees can perform their duties.

Article 4: Teaching form

1. The primary and recommended teaching form is face-to-face in a classroom, unless the government measures or FIT restrictions state otherwise.

2. The distant components in teaching that substitute the primary face-to-face, classroom instruction (hereinafter ‘online teaching’) may be used only for those courses, in which the objective external circumstances do not allow teaching to be carried out in a normal, face-to-face mode.

3. Online teaching may take place in particular:
   a. for theoretical courses that do not require complex technological equipment;
   b. if the nature and capacity of the course make the online teaching equal to the face-to-face teaching;
c. in other, special cases, if face-to-face instruction would present a disproportionate risk of coronavirus infection.

4. It is the course guarantor who decides whether the reasons for the transition from the face-to-face mode of instruction to the online mode have been met, with the consent of the head of the guaranteeing department. To make a decision based on the sentence above, it is necessary that the course guarantor takes into account the current government measures and the information published according to Article 2, Para 3.

5. Face-to-face mode of teaching (especially laboratory exercises and/or seminars) is recommended for the following courses:
   a. for the first-year bachelor degree program courses;
   b. courses taught in English;
   c. courses that require laboratory exercises or are project-based.

6. The course guarantor is without delay obliged to announce the following in the information system Courses/Moodle:
   a. transition from face-to-face instruction to online teaching, or reversely, i.e., from the online to face-to-face teaching,
   b. rules and conditions for being awarded an assessment in the transition to the online teaching; and the form the assessment is to be gained.

7. If a course is still taught online by the end of the semester, the course guarantor is obliged – in timely manner – to set the rules and conditions for examination in the online mode of teaching and the form the examination is to be taken.

**Article 5: Extraordinary teaching aids**

1. The supported systems for storing teaching materials are information systems Courses/Moodle and Grades. The supported tool for online teaching is Microsoft Teams, however, the data stored here are not backed up. If an instructor chooses to use a different tool, s/he is responsible for acquainting the students with it, as well as for its operability, security and data archiving.

2. A head of a department is obliged – regardless of the current teaching form of a course – to ensure (in cooperation with the ICT department) that:
   a. each lecture (i.e., at least one parallel session)
   b. and each laboratory exercise/seminar (i.e., at least in one parallel session)
were transmitted online (live stream, or – in justified cases – recorded and replayed) in one of the supported systems (in case of face-to-face teaching at the time the actual class was supposed to meet and in the case of online instruction at a pre-arranged time slot),
and the course is recorded, stored and made available to the students in the information system Courses/Moodle simultaneously. In case a laboratory exercise/seminar is transmitted from a recorded session as a part of online teaching, a course instructor is obliged to be online at that time to be obtainable for consultations.

**Article 6: Interim and final provisions**

1. If a regulation of rights and obligations set out in SEC, in other internal regulations of CTU or FIT and other rules of CTU or FIT referred to in Article 1, Para 2 is stricter than the regulation of rights and obligations set out in this guideline, the regulation set out in this guideline shall prevail; it is to be seen as Dean's measure to remove unreasonable harshness of the said regulations and rules.

This guideline enters into force on 14 September 2020.


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