AMENDMENT No. 1

TO RECTOR’S ORDER

No. 21/2020

On reducing the risk of coronavirus infection

I.

Rector’s Order No. 21/2020, on reducing the risk of coronavirus infection is amended as follows.

1. In Article II, Para 5, section Level 3 – State of emergency, letter e) reads as follows:

   “e) Face-to-face examinations, including entrance examinations are possible with a maximum of 10 people present.”.

2. A new text in letter c) is inserted after letter b) in Article II, Para 5, section Level 4 – Serious state:

   “c) Face-to-face examinations, including entrance examinations are possible with a maximum of 10 people present.”.

   The following paragraphs are renumbered d) to h).

3. In Article II, Para 5, section Level 5 – Critical state, letter d) reads as follows:

   “d) Face-to-face examinations, including entrance examinations are possible with a maximum of 10 people present.”.

4. Article III, including the title, reads as follows:

   “III.
   Preparedness of CTU for non-contact instruction

   (1) Non-contact instruction will be carried out with the help of two systems, which will be fully supported by the Computing and Information Centre (VIC): Moodle and MS-Teams. If these systems or other systems are administered by the faculties, they can also be used.

   (2) For the purposes of uniformity, only the following instruments will be supported – e-mail communication, MS-Teams, and Moodle. If this is not the case, students must be demonstrably informed before the beginning of the semester about which communication media will be used for
which courses/study programmes. Other platforms, e.g. SKYPE, can be used for the purposes of Lifelong Learning.

For automatic formation of Teams within the MS-Teams programme, form “84010 – Rules for Creating Teams in MS Teams” in KOS that is accessible to persons that create the schedule and for KOS administrators shall be used. The form allows to set and change, also during teaching, whether a one-off or regular synchronization of teachers and/or students should be carried out according to how they are registered in KOS. After the request in the form is no longer valid, the team will be deleted. A teaching team in MS Teams shall be called for example Course-B201-519U3B-C102.

(3) If it is not possible to apply any of the rules given above (e.g. for a Studio-type course), the leader of the studio, or the responsible person for the studio, is responsible for organizing and gathering together the Team. It is recommended that the name of the Team should follow on from the logic of the names of other courses, e.g. CourseB201StudioLeader’sfamilyname.

(4) The MS-Teams administrators for a course are the responsible persons for the course. The responsible persons for the course consider whether to delete the Teams for the course from previous semesters, if it can be done and if it is useful to do it. When there is a request to establish a Team, the instructors wait for the Team to be established and do not take action themselves.

(5) Throughout the semester, at intervals of at least once per week, VIC automatically updates the participants in each Team, in accordance with parameters agreed at all-university level.

(6) The MS-Teams programme is primarily intended for video-instruction. The Moodle system serves primarily for saving documentation and materials for individual courses. If teaching materials are saved in MS-Teams, the documents are not managed (e.g. are not backed up) by VIC; the placing of these materials is the decision and the responsibility of each instructor.”.

II.
Final provisions

This amendment enters into force on January, 15th, 2021.

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Rector