

Dean's Regulation 1/2020

Measures of compensation for the cancelled lessons at FF UHK during emergency measures and closure of the Philosophical Faculty UHK in connection with the prevention of occurrence of the coronavirus

Article 1 Scope of measures

Due to extraordinary measures related to the prevention of the occurrence of coronavirus COVID-19, in coaction with the UHK Rector's regulation (hereinafter "emergency measures") and regarding the measures of the Ministry of Health of the Czech Republic (reference number: MZDR 10676/2020-1/MIN/KAN) all activities requiring presence or personal contact among teachers and students are cancelled.

These activities include:

- a) full-time and part-time (combined) education
- b) organizing excursions, practical training, conferences and other events organized or co-organized by the University
- c) holding state doctoral examinations, examinations for students of the last year of their studies, whose semester has been reduced, meetings of rigorous committees, meetings of doctoral degree program boards, workshops and special lectures,
- d) personal teachers' tutorials with students
- e) operation and activities of students' associations
- f) any other actions, which are connected with the presence of students in the range of study programs

Article 2 Duties of teachers

For the duration of the extraordinary measures, the teachers of FF UHK are obliged to inform the students of their scheduled subjects as well as the events outside the schedule about the method of compensation for the tuition which cannot be realized in a standard form. The teacher is responsible for passing all information on the students of all his/her subjects and

tuition events. In the case of subjects taught by more teachers, it is the guarantor of the subject who is responsible for the act of passing the information. Within two days following the issue of this order at the latest, the teacher is obliged to inform students about:

- a) the form of tuition compensation, its extent, expected outputs and the method of checking these outputs after the termination of the extraordinary measures,
- b) the communication platform with the teacher, which will be binding for the given subject for the duration of the extraordinary measures (it is possible to use the Moodle e-learning platform, group email correspondence, or alternatively a video call on the platform of Skype, which is part of the MS Office package available to all teachers, etc.),
- c) the accessibility of teaching materials and the list of specialized literature for self-study and the way how these materials will be provided to students,
- d) the topics which will be replaced within the individual taught courses by self-study or another form of tuition compensation for the duration of the effect of the extraordinary measures. These topics will be determined according to the syllabi of the specific subjects in connection with their contents,
- e) the form and method of tutorials, which the teacher is obliged to offer for each course, their extent and frequency for the duration of the extraordinary measures. The preferred methods are email consultations or the Moodle e-learning platform, in case of the teacher's interest also telephone consultations, etc.

Article 3 Compensation of cancelled lessons

The teacher is obliged to inform the students about the form of compensation of teaching, which will not be carried out in the standard way during the period of extraordinary measures. Compensation options include:

- a) form of self-study, based on reading recommended literature and available electronic resources on all topics stated by the teacher for self-study,
- b) the form of e-learning courses conducted through the Moodle platform,
- c) assignment of seminars and other academic written papers that are directly related to the topics of the given subject,
- d) different combinations of forms of compensation in points (a) to (c) of Article 3.

Article 4 Students' obligations

The forms of chosen compensation for cancelled direct teaching are obligatory for all students. The teacher incorporates the results of self-study or other forms of compensation of teaching into the overall evaluation of the course (as part of the examination or credit) and has the right to require students to acquire knowledge gained by self-study or other forms of teaching compensation at the final evaluation of each

course. Students are obliged to participate in instructional compensation according to the teacher's instructions and to the extent and form chosen by him / her for the duration of extraordinary measures.

This order shall enter into force and effect on March 11, 2020 and shall be valid until further notice.

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Dean of FF UHK