

Order of the Dean of the Philosophical faculty UHK No. 3/2020

Transfer of classes of some subjects of the study programmes at the FF UHK taught face-to-face to the fully distant online form of teaching

Art.1 – Preliminary provisions

- (1) This Dean's order exceptionally introduces distant teaching for some courses of some study programmes at the Philosophical faculty of the University of Hradec Králové (hereinafter PF UHK) taught as fulltime.
- (2) The reason for taking such measures is the current epidemic development in the region, interest in increasing prevention of the spread of the coronavirus and COVID 19 disease and protection of health of the FF UHK students and staff.

Art. 2 – Scope of the measure

- (1) Teaching of some full-time courses of the FF UHK study programmes will be fully transferred to distant contactless electronic teaching (hereinafter distant teaching) since the date when this order enters in force. The distant teaching will be realized with use of programmes and procedures mentioned in the article 4 of this order using the Internet network (hereinafter „online teaching“).
- (2) The distant teaching will be realized according to the instructions given by the lecturers and guarantors of the individual subjects.
- (3) The lecturers are obliged to prepare the distant classes and guarantee the teaching process.

Art. 3 – The courses transferred into the distant teaching form

- (1) All subjects with more than 25 registered students for their schedule activity will be transferred to the fully distant online classes.
- (2) All courses within the study programmes B0923P240001 Social Work and N6731 Social Politics and Social Work will be transferred to fully distant online classes; the only exception being the course USP/PSKA1, that can be taught face-to-face in case there are not more than 25 students present at the time of the class in one classroom.

Art. 4 – Presence and behaviour of the students at the PF UHK building

- (1) Since the date this order enters into force until further notice, it is recommended to the students to minimize their personal presence at the building of the PF UHK.

- (2) The students are obliged to follow increased security and hygienic rules, not to gather in the corridors and in the area of the PF UHK, not to eat and drink outside the designated places.
- (3) The students are obliged to wear and if possible, not to take off at all the facemasks or other mechanical covering of the nose and mouth during all the time when they are present at the FF UHK building.
- (4) The students are obliged to follow all other security and hygienic rules and instructions of all the PF UHK staff and to leave the PF UHK building if they are instructed so, in case they do not have face-to-face classes.
- (5) The behaviour of the students who break the rules mentioned in the paragraphs 1 to 4 of this order will be considered a serious offence by the disciplinary commission of the UHK.
- (6) The students are obliged to follow some other increased security and hygiene rules in specialized classrooms according to the instructions given by the lecturer, especially if handling technical equipment (i.e. apart from obligatory facemasks e.g. regular disinfection, use of protective gloves etc.)
- (7) The students have the right to make use of the consultation hours of the academic staff and lecturers. The consultations are realized face-to-face or online, eventually there can be blended consultations; the students will be informed about the form of consultations by the lecturers.
- (8) The students are obliged to follow the instructions of the lecturers concerning the realization of the classes, selected form of the classes and way of the distant or face-to-face contact between students and the lecturer and to fulfil the study duties in the course of the distant online and face-to-face classes.
- (9) The Dean of the PF UHK is entitled to make an ad hoc exception from the Art. 3, par. 1 for some students, especially to ensure the key operation of the PF UHK (e.g. The Service centre, etc.)

Art. 5 – The way of realizing the distant teaching, assurance of its quality and duties of the lecturers

- (1) The classes that are transferred into the distant online form since the date of the publication of this order must guarantee the relevant learning outcomes of the individual subjects in accordance with the granted accreditation of the study programme or study field.
- (2) The guarantor of the course or the relevant lecturer is obliged to inform students about the form and way of realization of the classes and decide on the form of communication with students (e.g. e-mail, Moodle, MS Teams, etc.) The lecturer is obliged to react to the students questions made with use of the given communication platform within a week as latest.
- (3) It is highly recommended that the lecturers set their online consultation hours, i.e. set time when the lecturer is available for the students through appropriate platforms (e.g. MS Teams, ZOOM, Skype, etc.)
- (4) The lectures will be realized online with the exception of the courses stated in the Art. 2. Based on the content of the course and necessity of the specific study programme it is possible to choose synchronous (videoconferences, streaming) or asynchronous form of transmission (video recording, PowerPoint presentation with audio sound). The lectures cannot be replaced by just giving students assignments to work independently or giving them materials for self-study etc.
- (5) Workshops and seminars are realized online through relevant platforms intended for the lecturers in the form that most corresponds with the requirements for students' independent work during the face-to-face courses (e.g. with use of video conferences that

enable the possibility of mutual discussion among students and to do presentations; facilitate interactive study materials etc.) Based on the content of the course and necessity of the specific study programme and the students it is possible to choose synchronous or asynchronous form of realization of the online seminars and workshops.

- (6) Guided consultations that are part of the content of the course will be realized online with use of the appropriate platform as e.g. MS Teams, Zoom, and Skype etc.
- (7) The online classes must be of the same duration as the classes realized with physical presence of the students. It will not significantly reduce or increase the students' workload that will further correspond with number of credits of the given course. Relation of the synchronous and asynchronous online classes should be balanced within the study programme.
- (8) After termination of the online distant classes (or even during the classes) in the given course the students will evaluate the classes by evaluating individual subjects.
- (9) The lecturers are recommended to take into account the worsened epidemic situation and not to strictly require physical presence of students during classes (e.g. seminars) in case of the risk of the COVID-19 disease transmission on their family members or other close ones and are also recommended to enable them upon consideration to individually replace the face-to-face classes, in case it is possible to provide students with other form of classes.
- (10) The lecturers are recommended to make the maximum possible use of the technical facilities of the building and PF UHK classrooms and to realize synchronous classes in real time according to the timetable of the given course. The PF UHK classrooms are equipped with the necessary equipment (web cameras, external microphones...) and eventual technical support in case of troubles.
- (11) The heads of departments, heads of centres and directors of institutes are obliged to regularly check the process of the online distant teaching at their workplace and the activities of individual teachers.

Art. 6 – Final provisions

- (1) The lecturers are obliged to inform students about all courses they are teaching and about the selected platform and form of the distant online classes by 5th October 2020.
- (2) The lecturers whose online classes shall be realized on 5th of October 2030 will inform the students registered in their courses immediately.

This order enters in force on the day of its publication and is valid until further notice.

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Dean of the PF UHK