

FF UHK Dean's Decree No. 1/2021

The possibility of organizing credits, exams and state final exams with use of the tools of distant means of communication due to the emergency measures

Art. 1 Introductory provisions

This decree deals with the possibilities of the organization of exams (including final exams) and credits to fulfil the requirements of the fully registered courses of the study programmes and other duties (hereinafter ways of the final classification) of the students of the Philosophical faculty University of Hradec Králové (hereinafter FF UHK) in the time of their limited presence in the buildings of the FF UHK in accordance with § 95c Act on Higher Education No. 111/1998 Coll. as amended (hereinafter "Act").

Art. 2 Possibilities of adjustment of final classification of the study subjects

- 1) In the period in accordance with the Art. 1 of this decree it is possible to adjust the conditions for individual ways of the final classification of partial study subjects so that it is possible for the students to fully finish the subjects in due date during the exam period.
- 2) The eventual change of conditions will be carried out by the teacher of the given subject who is also responsible for the final classification of the given study subject (hereinafter the examiner) in due advance to enable the students appropriate time for preparation to finish the subject.
- 3) In case there are more teachers of the study subject the guarantor of the study subject is responsible for eventual changes of the study subject as agreed with all the teachers of the study subject.
- 4) If the conditions of the final classification are changed the examiner is obliged to ensure that the changes of the final classification of the study subject reflect the teaching process of the given subject, its content, teaching methods, methods of acquiring knowledge, skills and abilities by students of the given subject.
- 5) If the conditions of the final classification are changed, the examiner is obliged to ensure compliance with the professional profile of the subject and the given study programme, so that the final classification takes into account correctly the requirements and demands put on the students of the given subject.
- 6) The examiner will inform the registered students about the changes of conditions of the final classification in writing (e.g. group email, on the MS Teams or Moodle platform, where virtual space for sharing the information about the subject etc. was created). The examiner will state exactly:

- a) the way how final classification is changed,
 - b) the methods of realization of the final classification and tools for its realization (e.g. a written text on the Moodle platform, oral examination in form of a meeting on the MS Teams platform, elaboration of the final credit work etc.),
 - c) the way of verifying the results of the finalization of the subject by the student and conditions for successful completion of the subject
 - d) the way of verifying the identity of the classified student using distant methods of classification.
- 7) When adjusting the conditions of the final classification of the subject the examiner is obliged to ensure the choice of such methods of verification of acquiring of the necessary knowledge, skills and abilities of the students of the subject that avoid to the possible extent the possibility of fraudulent behaviour when finalizing the subject by the students (e.g. illegal use of written materials or IT, unsolicited assistance of a third person, use of a plagiarism or another non-original text of the credit work etc.) The examiner will make the students registered for the subject familiar with these conditions and thus 5 calendar days before the exam date as latest. The change of conditions of the final classification less than 5 days before the exam date is possible only in urgent and fully justified cases and it cannot excessively increase the demands for successful fulfilment of the exam or credit requirements.
- 8) The students are obliged to follow the instructions of the examiner and comply with the set conditions of the distant classification.

Art. 3

Possibilities of organization of the final exams with use of the tools of distant communication

- 1) In the time period in accordance with the article 1 of this decree the examination committees of the institutes and departments of the FF UHK are allowed to organize the state final exams, state rigorous examinations and state doctoral exams (hereinafter just "final exams") including the defence of the given graduate theses (hereinafter just "defence") exceptionally with use of the tools of distant way of communication.
- 2) The person responsible for the appropriate realization of the final exam with use of the methods of distant way of communication is the chairman of the given examining committee or the committee for the defence of the graduate thesis.
- 3) The final exam and defence will be held in form of an oral examination in real time through the MS Teams platform.
- 4) The Commission will inform the students registered for the final state exam and defence well in advance about their intention of realizing the exams /defence by methods of distant way of communication.
- 5) The committee will inform the students registered for the final state exam and defence well in advance especially about the following facts:
 - a) the way of realization of the final exam or defence, about the exact time of its beginning, about the eventual conditions of choosing the exam area or question, about the possibility of preparing to answer the examination area or question in the given time , about the form of defence of the graduate thesis and moderation of its discussion
 - b) the way of realization of the exam or defence in the MS Teams platform, how to register for the exam or defence in this environment or to confirm one's presence,
 - c) that the final examination will be recorded due to the necessity to archive the recording in accordance with § 95c art. 1 letter. c) of the Act,
 - d) about the way of verifying the registered student's identity

- e) about the way of solution of unexpected technical problems during the final examination or defence,
 - f) about the way of verification of the students state exam or defence and conditions for successful compliance of the final exam or defence,
 - g) the way of classifying of the student registered for the final exam or defence when using the distant methods of classification.
- 6) The commission is obliged to ensure the choice of such methods of verification of acquiring the necessary knowledge, skills and abilities of the students of the subject that avoid to the possible extent the possibility of fraudulent behaviour when finalizing the subject by the students (e.g. illegal use of written materials or IT, unsolicited assistance of a third person, etc.) The student must be informed about the method of this verification.
 - 7) The student, who is dully registered for the final exam or defence is obliged to comply with the conditions set by the law and the examining committee or committee for defence of the graduation thesis.
 - 8) The commission is obliged to ensure in accordance with § 95c Art. 1 letter c) of the act audiovisual recording of the final exam or defence.
 - 9) The workplace that guarantees the study programme or study field in which the final state exam or defence is held with use of the methods of distant communication is obliged to archive this recording for 5 years since the day when the exam or defence took place. The workplace is obliged to provide this recording if requested by the public authorities during the exercise of their powers.
 - 10) The workplace is obliged to ensure protection of personal data during archiving of the recording of the final exam or defence and not providing the recording to other people.
 - 11) The workplace is obliged to realize the archiving of the recording of the final exam or defence within 2 days after its realization.
 - 12) The workplace is obliged to fill in and sign the form about the way of archiving of the recording of the final exam or defence that is an annex of this decree, one copy for their own archiving and one copy to the hands of the vice-dean of the FF UHK for Study Affairs within 7 days since the date of realization of the final exam or defence as latest.

Art. 4 Final provisions

This decree enters into force and is valid since the date of its publication on the official board.

Mgr. Jan Prouza, Ph.D.
Dean of the FF UHK

Annex:

Annex: Form for archiving of the digital recording of the state final exam/doctoral exam/rigorous exam/defence of the graduation thesis