

ANNEX NO. 1 TO DEAN'S DECISION NO. 15/2020

Conditions for the organization of distance teaching in bachelor's, master's or doctoral study program

- 1) By the resolution of the Government of the Czech Republic from October 8, 2020 No. 997 on the adoption of a crisis measure the personal presence of university students and participants of lifelong learning courses is prohibited.
- 2) The basic means of communication to which both teachers and students are obliged to respond in a reasonably long time comparable to normal operation is faculty e-mail. Online teaching takes place primarily through tools supported by BUT, ie mainly through E-learning and MS Teams.
- 3) Guarantors and teachers of courses, which took place in full-time form, are obliged to contact students without undue delay and agree with them on the procedure of distant teaching by means of electronic communication. In case of complications, they are obliged to immediately contact the head of the department and the vice-dean for studies Ing. Jan Foretník, Ph.D. For courses that took place online continuous teaching by remote means of electronic communication is expected.
- 4) Guarantors and teachers will primarily schedule distance teaching according to the currently valid teaching schedule, ie on the days and hours published in the electronic schedule; Consultations and teaching beyond the scope of this schedule can be carried out only outside the times specified here, so that there are no conflicts with other teachers.
- 5) Students are obliged to follow the instructions of the teacher and respect the chosen means of remote communication; in case the communication with the teacher will not be functional, or the student will not receive instructions from his teacher, he must notify the vice-dean for studies Ing. Jan Foretník, Ph.D. (foretnik@fa.vutbr.cz) and the head of the study department Mgr. Dita Havlová (havlovad@fa.vutbr.cz).
- 6) In connection with the performance of their duties and in compliance with hygienic measures, academic staff are allowed to enter the BUT FA buildings at their discretion
- 7) After approval by a senior executive, academics may be provided with a home office. In such a case, the academic must be available by means of remote communication during working hours and respond in a reasonably short time comparable to normal operation.
- 8) Students are allowed to enter the BUT FA buildings only in the most necessary cases, such as handling the study agenda, which cannot be done remotely, or picking up personal belongings. Entry will be allowed only for the necessary time.
- 9) Placing orders for the Model Center will take place exclusively electronically, including the submission of documents for production. Before ordering, it is necessary to consult the material solution of the order and adapt it to the possibilities of MC. The customer will send the order by e-mail to kralik@fa.vutbr.cz together with the invoice data: Name, surname, address of the customer, ID number (for business and legal entities) and e-mail address and telephone contact. After completing the order, the FA will issue an invoice and send an email to the customer. The customer pays by bank transfer according to the information on the invoice. After receiving the payment, an invitation to pick up the order will be sent by e-mail, which will be ready at the FA reception on working days between 8:00 and 15:00. The customer will prove himself at the reception with a valid identity card and sign the order.

10) Students can order book loans from the FA library via a web form at <https://formulare.lib.vutbr.cz/vypujcky/fa/>. Based on the confirmation by email, the subsequent handover of the literature will take place at the FA reception. In case of questions, you can contact the library staff by email knihovna@fa.vutbr.cz or by phone 541 146 640, 541 146 641.