

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

ORGANIZATION AND CONDITIONS OF DISTANCE FORM OF TEACHING FOR TEACHERS AND STUDENTS IN THE BACHELOR'S, MASTER'S OR DOCTORAL STUDY PROGRAM

1. In connection with the extension of the state of emergency declared by the Government of the Czech Republic from 5 October 2020, the personal presence of students at classes and examinations is prohibited if more than 10 persons take part in the examination at one time, ; the prohibition of personal presence of students under this point does not apply to participation in clinical and practical teaching and internship of students in study programs in general medicine, dentistry, pharmacy and other medical study programs and students in pedagogical practical teaching and internship facilities for institutional and protective education.
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 subjects, which took place in full-time form, are obliged to contact students without undue delay and agree with them on the procedure of contactless teaching by distance means of electronic communication. In case of complications, they are obliged to immediately contact the head of the department and the vice-dean for teaching Ing. Jan Foretník, Ph.D. For subjects that took place online, it is assumed to continue education by remote means of electronic communication.
4. Guarantors and teachers will primarily schedule teaching and examinations so that there are no conflicts with other teachers, ie especially in accordance with the Time Schedule of the academic year 2020/2021 at FA BUT (Annex No. 1 to Directive No. 7/2019), in accordance with the Adjustment of Examinations in WS 2020/2021 (Extraordinary Annex No. 4 to Directive No. 7/2019) and further in accordance with the instructions of the vice-dean for studies Ing. arch. Jan Foretník, Ph.D.
5. Students are obliged to follow the instructions of the teacher and respect the chosen means of distance communication; in case the communication with the teacher will not be functional, or the student will not receive instructions from his / her teacher, he / she must notify the vice-dean for studies Ing. arch. Jan Foretník, Ph.D. (foretnik@fa.vutbr.cz) and the head of the study department Mgr. Dita Havlová (havlovad@fa.vutbr.cz).

6. Academic staff are allowed to enter the FA BUT buildings at their discretion in connection with the performance of their duties and in compliance with the above-mentioned hygienic measures.
7. If it is possible to ensure the fulfillment of tasks outside the faculty building, it is recommended to use the so-called home-office. Home-office is awarded to academic staff by a line manager. The home-office must be reported electronically in advance (Intraportal - absence records) and approved by a manager. In such a case, the academic must be available by distance means of communication during working hours and respond in a reasonably long 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 and administrative agenda, which cannot be done remotely, or picking up personal belongings. Access will be allowed only for the necessary time.