



RECTOR'S ORDER

no. 9/2020

on the provision of study programs and courses and on the conduct of examinations at CTU in Prague, in connection with measures to reduce the risk of infection with the corona virus

I.

Introductory provisions

- (1) This Order is issued in connection with measures taken by the government of the Czech Republic, by relevant ministries and by other organs in connection with **reducing the risk of infection** by the corona virus; the provisions in this Order are not valid in cases where stricter conditions, regulations and approaches are laid down in legal rulings or in other binding measures taken by a higher legal power¹.
- (2) In order to contribute towards reducing the risk of infection with the corona virus, I issue these **temporary and exceptional measures** aimed at providing study programs and courses and at making it possible for examinations to be held, and also assessments, classified assessments, defences of theses, etc. (referred to hereafter as "examinations"), state final examinations (hereafter "SFE") and state doctoral examinations (hereafter "SDE") in this exceptional situation.
- (3) **Habilitation** procedures are halted.
- (4) In order to implement this Order, the vice-rector for bachelor and master's studies and the vice-rector for science, creative activities and doctoral studies are authorized to issue a methodological instruction for the implementation of this Order.
- (5) Each type of examination can be held **in accordance with the conditions** laid down in this Order, and also in the subsequent methodology.

II.

Holding examinations at CTU

- (1) The ways of holding an examination are as follows:
 - a) The **distance** method – i.e. without the simultaneous physical presence of the student taking the examination (or of a group of students taking an examination) in a location together with the examiner, or with all of the examiners, in the case of an examination

¹e.g. laws, announcements, government decrees, ministerial orders, binding measures taken by other organs, etc.

commission, whereby physical presence is replaced by the use of electronic means of distance communication. Participation e.g. from home is anticipated.

- b) The **semi-contact** method – i.e. in cases where the examination would be expected to take place before an examination commission, but where not all members of the commission are simultaneously present in the location with the student taking the examination (or with the group of students taking the examination), whereby their physical presence is replaced by the use of electronic means of distance communication. Participation e.g. from home is anticipated.
- c) The **contact** method – i.e. with the simultaneous physical presence of the student taking the examination (or of a group of students taking an examination) in a location together with an examiner, or with all of the examiners, in the case of an examination commission; none of the electronic means from the semi-contact method are used.

Note: What is stated in this Order concerning the distance method of conducting examinations also refers to the **semi-contact** method, except when it is specifically stated otherwise, or when the difference in the approach follows from the text.

Preference is given to the **distance method** of holding examinations over the semi-contact method and the contact method.

- (2) Decisions on the **use of a specific method** for an examination will be taken by the person responsible for the course (information must be announced not later than the time when the date of the examination appears in the IS KOS² information system); in the case of state final examinations, the person responsible for the study program will make the decision in agreement with the head of the institute/department: in the case of the defence of a doctoral dissertation or a state doctoral examination, the decision will be made by the dean. The established way of completing a given course (an assessment, a classified assessment, an examination, etc.) must not be changed, irrespective of the method selected for holding the examination (contact, distance, or semi-contact).
- (3) When any method is used for holding an examination, a **comparable** level of difficulty must be provided and the form of the examination (a written test, or an oral examination, etc.) must be preserved.
- (4) The student presents herself/himself for the examination **at the set time (or very slightly in advance of this time)**, in order to minimize the risk of transmitting any infection.
- (5) When there is any contact between people, adequate spatial separation between them must be ensured (**at least 2 metres**).
- (6) As concerns all examinations, or the presence of students at CTU in Prague on the basis of this Order, **a maximum of five persons** may be present in a location at the same time.

² The CTU in Prague electronic information system – studies component.

State Final Examinations, State Doctoral Examinations, and defences of doctoral dissertations can be held only by the distance method or by the semi-distance method, in the presence of not more than **4 members of the commission**; other members of the commission must be linked at a distance. While State Final Examinations are taking place, the **secretary** of the commission, who ensures that the State Final Examination is held in accordance with the Study and Examination regulations for students of CTU in Prague, must be present in the location of the examination, together with the printed copy of the protocol and the signature of the protocol by the student. The final result of the State Final Examination will be communicated to the student immediately after the examination. After the announcement of the result, the student shall **leave the building without delay**.

- (7) When entering the building, the student shall **identify herself/himself** by her/his registration in IS KOS for course examinations, or by her/his invitation to the final examination, or to the state doctoral examination, or to the defence of a doctoral dissertation, or by her/his invitation to some other method of examination, and shall at the same time present a signed written affirmation in accordance with **Attachment no. 1** to this Order. Otherwise, she/he will be not be admitted to the building. On entering the premises, the student shall **disinfect her/his hands**, whereby the constituent part of CTU in Prague that uses the premises shall provide a means of disinfection. After the announcement of the result, the student shall leave the building without delay, unless she/he is authorized to remain in it for some other permitted reason.
- (8) If the distance method of examining is selected, this must be entered into **the notes on the IS KOS form** when the examination is announced. Students must be provided in advance with information on and the conditions for the conduct of distance examinations.
- (9) By registering for a course examination in IS KOS, or by registering for a State Final Examination, for a State Doctoral Examination or for the defence of a doctoral dissertation, or for any other type of examination, the student thereby expresses her/his **agreement with the method set out for holding the examination**.
- (10) By registering for a distance or semi-contact examination, a student thereby expresses her/his **agreement** that the course of the examination **will be recorded** and that the recording will be kept for a period of 5 years, and she/he thereby confirms that she/he has available functioning equipment of the following extent:
 - a) **A computer with the necessary SW** to carry out the distance examination (she/he must negotiate freely accessible SW, or SW licensed to CTU in Prague, in accordance with the specifications in the conditions for the examination),
 - b) **A web camera,**
 - c) **A microphone,**
 - d) **loudspeakers/earphones,**
 - e) **data connection** of sufficiently high quality for audio-video-speech,
 - f) **data capacity** that is sufficient for transmission,

- g) a **telephone** link (for the case that the network is down).
- (11) CTU in Prague will provide **MS Teams** and **Moodle** support for these platforms in support of distance and semi-contact examinations. If teachers use other platforms, these must be approved by the dean and the faculty will provide support for them, where necessary.
- (12) If a student is not able to take the examination in the specified form, she/he will send an application to the dean via the study department, or via the the department of Science and Research for the State Doctoral Examination and for the defence of a doctoral dissertation.
- (13) If in the course of an examination with the use of electronic means of distance communication there is **restricted functionality of some components** (e.g. if the signal goes down), the examiner (or the chairman of the examination commission) shall consider what measures to take, if need be repeating the examination with a view to keeping equal conditions in the examination for the students and, last but not least, with a view to eliminating the reality or any indication of an attempt by the student to cheat.
- (14) If the network goes down, the student shall without delay **contact the examiner** (or the chairman of the examination commission), and the student will explain the reason for the network going down, and the examiner will decide what further measures to take; a telephone contact for this purpose will be communicated to the student not later than at the beginning of the examination.
- (15) Prior to the beginning of an examination conducted in distance mode, it is essential to **check the identity of the student**.
- (16) If **cheating by a student** in the course of an examination is discovered, such action is a highly aggravated circumstance, which can result in **expulsion of the student from the study program**.
- (17) Taking a distance examination does not eliminate the requirement that students and examiners must be **suitably dressed and turned out**; if these requirements are not met, the examination can be terminated by the examiner.
- (18) If there are many examination candidates, the examiner will post the **results** in IS KOS. If a student does not accept the result, she/he must communicate this disagreement by e-mail within 24 hour after the grade was entered into IS KOS. In the case of an individual examination, the examiner announces the result to the student, and asks whether the student accepts the result.
- (19) In cases where the legislation **allows members of the public to be present** at some parts of the examination (either during the course of the examination, or at the announcement of the result, etc.), **physical participation of members of the public** is exceptionally **not allowed** during the validity of this Order; this participation of members of the public, or this public control mechanism, will be replaced by a recording of the course of the examination, which will be archived for a period of 5 years by the institute/faculty organizing the examination.

III.
Final provisions

- (1) The approach according to this Order will remain valid even if the valid version of Rector's Order no. 7/2020 on reducing the risk of infection by the corona virus takes on another form.
- (2) This Order enters into force on April 28th, 2020.

doc. RNDr. Vojtěch Petráček, CSc., v. r.
rector

**Attachment no. 1
to Rector's order no. 7/2020**

AFFIRMATION

**THAT I HAVE SHOWN NO SIGNS OF A VIRAL INFECTION, AND THAT I AM
NOT SUBJECT TO QUARANTINE MEASURES**

I

(Given name, Family name)

a student of the Cech Technical University in Prague (ČTU in Prague),

Date of birth:

.....

Permanent residence:

.....

Affirm that I have shown no sign of a viral infection within the last two weeks, and that I have had no acute health problems corresponding to a viral infection (e.g. a fever, a cough, breathlessness or loss of the sense of smell or taste, etc.), and that I am not currently subject to quarantine measures.

I agree that the personal data provided in this affirmation may be processed, and I take into account that these data will be processed by CTU in Prague for a period not exceeding 60 days after the end of the state of emergency.

I am aware of the legal consequences in the event that this affirmation were to be untruthful.

(Place)

(Date)

.....
signature