



METHODOLOGICAL INSTRUCTION OF VICE-DEAN FOR EDUCATION No. 2/2020,
for the course of instruction in the winter semester of the 2020/2021
academic year from 30. 11. 2020

To implement [The Dean's Order No. 6/2020](#) for mitigating the risks of coronavirus infection in the period from 12. 10. 2020 as amended and potential other instructions which replace this order, and pursuant to [The Rector's Order No. 21/2020 on Reducing the Risk of Coronavirus Infection](#) as amended and potential other instructions which replace this order, I hereby issue the following Methodology.

Article 1

Subject of regulation

The document describes the procedure used during the disruption of standard face-to-face instruction during the winter semester of the 2020/2021 academic year in connection with the coronavirus pandemic.

It is obligatory for the teachers and students of the Faculty of Civil Engineering CTU in Prague (hereinafter referred to as "FCE").

Article 2

Levels of alertness in providing instruction at FCE

- Pursuant to the Rector's Order, the instruction format at FCE will derive from the rules set out on the scale of alertness resulting from the current epidemiological situation in Prague. The level of alertness is specified by the data published on the CTU website, unless stricter conditions are set out by the Dean's Order. A detailed description of levels 3, 4, and 5 of alertness is listed in an annex to this Methodology.

Scale of alertness	Compulsory and compulsory elective courses	Elective courses	LLL and U3A	Further specifications
Level 1 State of caution	Face-to-face instruction is limited to a group of a maximum of 100 students in places of instruction.	Face-to-face instruction is limited to a group of a maximum of 100 students in places of instruction.	U3A exclusively in the on-line format.	In cases where the limit of 100 registered students is exceeded, instruction changes to the on-line format.
	All examinations can be held face-to-face provided distancing of at least 2 m is maintained, maximum number of 100		LLL follows the same rules as course instruction in accredited study programmes.	Time table remains unchanged. Lecturers are obliged to record on-line instruction and make the recordings available to students for 7 days.

	students per examination date.			Students are obliged to wear face masks even during instruction.
Level 2 State of alertness	Face-to-face instruction is limited to a group of a maximum of 50 students in places of instruction.	Face-to-face instruction is limited to a group of a maximum of 50 students in places of instruction.	U3A exclusively in the on-line format.	In cases where the limit of 50 registered students is exceeded, instruction changes to the on-line format.
	All examinations can be held face-to-face provided distancing of at least 2 m is maintained, maximum number of 50 students per examination date.			Time table remains unchanged.
			LLL follows the same rules as course instruction in accredited study programmes.	Lecturers are obliged to record on-line instruction and make the recordings available to students for 7 days.
				Teachers and students are obliged to wear face masks during face-to-face instruction.
Level 3 State of emergency	1st year BSP – non-compulsory group consultations can be held face-to-face after teacher's mutual agreement with students (limit of 20 students in places of instruction).	All years of BSP and MSP - face-to-face instruction in laboratories, measurements and field work is possible* in groups of maximally 20 students. For objective reasons**, a student may apologize from attending face-to-face instruction. Other instruction exclusively in the on-line format.	U3A exclusively in the on-line format.	In cases where the limit of 20 registered students is exceeded, instruction changes to the on-line format.
	All years of BSP and MSP - face-to-face instruction in laboratories, measurements and field work is possible* in groups of maximally 20 students. For objective reasons**, a student may apologize from attending face-to-face instruction. Other instruction exclusively in the on-line format.			Individual face-to-face consultations are possible for all students.
	All years of DSP - on-line instruction format.			Time table for laboratories, measurements and instruction in architectural studios is modified . On-line instruction follows the same time table as face-to-face instruction.
				Lecturers are strongly recommended to record on-line

				instruction and make the recordings available to students for 7 days.
	Examinations in courses listed in Dean's Measure No. 20/2020 can be held face-to-face provided distancing of at least 2 m is maintained, maximum number of 10 students per examination date.			Teachers and students are obliged to wear face masks during face-to-face instruction and consultations.
Level 4 Serious state	All theoretical instruction in all years of study runs exclusively in the on-line format.	Final years of BSP and MSP - face-to-face instruction in laboratories, measurements and field work is possible* in groups of maximally 20 students. For objective reasons**, a student may apologize from attending face-to-face instruction.	U3A exclusively in the on-line format.	In cases where the limit of 20 registered students is exceeded, instruction changes to the on-line format.
	Final years of BSP and MSP - face-to-face instruction in laboratories, measurements and field work is possible* in groups of maximally 20 students. For objective reasons**, a student may apologize from attending face-to-face instruction.	Other instruction runs exclusively in the on-line format.	LLL follows the same rules as course instruction in accredited study programmes.	Individual face-to-face consultations are possible for all students.
	Other instruction runs in the on-line format.			Time table for laboratories, measurements and instruction in architectural studios in final years of study is modified in the same way as in Level 3. On-line instruction follows the same time table as face-to-face instruction.
	All years of DSP - on-line instruction format.			Lecturers are strongly recommended to record on-line instruction and make the recordings available to students for 7 days.

	Examinations in courses listed in Dean's Measure No. 20/2020 can be held face-to-face provided distancing of at least 2 m is maintained, maximum number of 10 students per examination date.			Teachers and students are obliged to wear face masks during face-to-face instruction and consultations.
Level 5 Critical state	All instruction in BSP, MSP and DSP runs exclusively in the on-line format.	All instruction in BSP, MSP and DSP runs exclusively in the on-line format.	U3A exclusively in the on-line format.	Individual face-to-face consultations are not allowed.
	Examinations in courses listed in Dean's Measure No. 20/2020 can be held face-to-face provided distancing of at least 2 m is maintained, maximum number of 10 students per examination date.		LLL exclusively in the on-line format.	Time table for instruction in the on-line format is the same as the time table for face-to-face instruction. Lecturers are strongly recommended to record on-line instruction and make the recordings available to students for 7 days.

Note:

On-line format = instruction runs in the time specified by the standard time table in MS Teams, it does not mean self-study. If teachers use courses in Moodle to explain the subject matter, the scheduled classes are used for consultations or potential additional explanation of the subject matter.

Non-contact instruction = instruction using any tools for distance learning.

BSP = Bachelor's study programmes

MSP = follow-up Master's study programmes

DSP = doctoral study programmes

* The fact whether instruction will be running face-to-face is decided by the course guarantor or a teacher of the respective course authorized by him/her, who is obliged to inform all registered students, the Vice-Dean for Education, the study programme guarantor and the head of institute by email without delay, including details of how instruction in the respective course will be organized.

** The following reasons are considered as objective ones:

- student is under quarantine or is ill,
- student belongs to or is in close contact with a person in the at-risk group (seriously ill, seniors, pregnant women),
- student is not staying in the Czech republic in December 2020,
- the relevance of potential other reasons will be at the discretion of the Vice-Dean for Education.

If face-to-face instruction is absolutely necessary for a successful completion of a course, the teacher will consult the procedure of the course completion by the student who is excused from face-to-face instruction.

2. If the level of alertness is increased, the modification of the teaching regime applies immediately, i.e. from the date of announcing the higher-risk level of alertness.

(E.g. Level 3 of alertness applies on Monday 30. 11., and Level 4 of alertness will be announced on Wednesday 2. 12., instruction will change to the on-line format starting from Thursday 3.12.)

3. If the level of alertness is decreased, the modification of the teaching regime will apply from the Monday of the following week.
(E.g. Level 4 of alertness applies on Sunday 29.11., and Level 3 of alertness will be announced on Monday 30.11., the instruction partially changes to the face-to-face format corresponding to Level 3 of alertness starting from the following Monday, i.e. 7. 12.)
4. The up-to-date list of limitations in instruction is published on the [FCE website](#).

Article 3

Measures for ensuring continuous running of instruction in the winter semester of the 2020/2021 academic year at FCE

7. Pursuant to [the Dean's Directive No. 1/2020 for the Implementation of Bachelor and Master Degree Study Programmes at the Faculty of Civil Engineering CTU in Prague, Article 1 Para. 5](#), the Heads of individual Departments will ensure the publication of basic study materials which will be accessible in the digital format only to the Faculty students and staff for each compulsory and compulsory elective course. These materials may contain links to publicly accessible sources (e.g. instruction videos or on-line publications).

Pursuant to the Rector's Order, the following tools are exclusively used throughout CTU:

- *Communication by e-mail,*
- *MS Teams,*
- *Moodle.*

To establish a course in Moodle, contact [Ing. Petr Soukup, Ph.D.](#)

The teams in MS Teams including larger numbers of members (over 30) can be established centrally via the Rector's Office ITC, the requirements for the Faculty of Civil Engineering will be concentrated at [Ing. Zbyněk Škoda](#). The requirements of individual departments will be sent by the Head of Department or an authorized person in one file. Pursuant to the Rector's Order, the list of requirements shall include the course codes and, following a semi-colon, a potential required subdivision into lower parallel groups, each requirement on a new line as follows:

<i>519U3B</i>	<i>only course code – one group will be established for the course</i>
<i>519U3B;P</i>	<i>course code and lecture – all parallel lecture groups will be established</i>
<i>519U3B;C</i>	<i>course code and practical – all parallel practical groups will be established</i>
<i>519U3B;L</i>	<i>course code and laboratory – all parallel laboratory groups will be established</i>
<i>519U3B;P1</i>	<i>course code and specific lecture – a specific lecture will be established</i>
<i>519U3B;C102</i>	<i>course code and specific practical – a specific practical will be established</i>
<i>519U3B;L236</i>	<i>course code and specific laboratory – a specific laboratory will be established</i>

The format of the instruction team name in MS Teams will be e.g. Course-B201-519U3B-C102.

In addition, the Heads of Departments will ensure the update of data related to points a-f listed in the Directive in Article 1 Para. 5 for the on-line instruction format. These are, in particular, changed conditions for a continuous review of study, requirements for the examination and conditions for granting credits with respect to the on-line instruction.

It is recommended to publish all these data (a-f) on the department website in two versions: for face-to-face instruction and for on-line instruction (if the procedure differs).

2. In each compulsory and compulsory elective course, the students are informed by their teachers about the method of providing instruction in the specific course in the case of the on-line instruction format and the teacher's communication method with the students.
It is recommended to publish this information on the department website in the section of information on individual courses.
3. In the case of limiting face-to-face instruction, distance learning tools (on-line instruction) will be used for compulsory and compulsory elective courses without delay.
For the rules and recommendations for on-line instruction at FCE see https://www.fsv.cvut.cz/aktual/vir/2020_on-line_pravidla_doporuceni.pdf
4. If a student is unable to fulfil their study duties because of the limitation of face-to-face instruction by the Faculty for objective reasons, they shall solve their situation with the Dean via [Student Administration](#) without delay.
5. The times of the standard [scheduling of courses](#) will be followed for real-time instruction using the audio or video connection. A potential change within on-line instruction must be agreed between the teacher and all students so that instruction in another course is not disrupted.
6. Even during the time of limited face-to-face instruction, students must be able to agree on an on-line or individual face-to-face consultation with their teacher.
7. The basic communication of the Faculty Management with the students and teachers is via the e-mail addresses listed in the CTU Usermap. The Faculty academic community is obliged to check their e-mail accounts on a regular basis and follow the Faculty Management instructions received by e-mail.
Bulk e-mails related to instruction can be sent by the Faculty Dean, prof. Jiří Máca, the Vice-Dean for Education, prof. Zuzana Pešková, the Head of Student Administration, Ing. Ditta Saláková, or via FCE ITC staff, Dr. Vladimír Hora or Ing. Zora Záleská.

Article 4

Limited presence of academic community members in instruction

1. If the personal presence of students in instruction is not possible for the reason of the coronavirus infection and the student's state of health does not allow them to devote themselves to studies, the students may ask the teacher for individual distance instruction in the self-study format.
2. In the case that a larger group of students (e.g. a whole study group), or a prevailing part of students in the same year of study is under mandatory quarantine, the teachers of compulsory and compulsory elective courses change to the on-line instruction format in the respective group or the whole year of study.
3. In the case that a teacher is unable to participate personally in instruction (mandatory quarantine, illness or belonging to at-risk group) in connection with the coronavirus pandemic, the course guarantor in coordination with the Head of Department and the study programme guarantor will decide without delay if the instruction will change to the on-line format or if a substitute teacher will be appointed to take over the instruction.
4. The students or teachers who are infected with the coronavirus or who are put under mandatory quarantine are obliged to report this fact by email at eva.steffelova@fsv.cvut.cz without delay.

The students are obliged to supply further supplementary information:

- a) names of other persons from CTU they have met,
- b) at which faculties their contacts are studying,
- c) if they are accommodated in a dormitory, the dormitory name, block, room

d) potential requirements for obtaining quarantine accommodation (applies also to students who are not currently staying in a dormitory).

The staff are obliged to:

- a) report this fact to their superior as well,
- b) supply the names of other persons at CTU they have met.

Article 5 Study abroad

1. Students who study abroad are recommended to:
 - take out an insurance policy for the case of coronavirus infection,
 - always have such financial resources available to allow their potential fast return home,
 - ensure medical care as a prevention.

The above recommendation applies to both the students who are not Czech citizens and study at the Faculty of Civil Engineering CTU in Prague and the students who are Czech citizens and have left for a study stay abroad.
2. If a student who is not a Czech citizen leaves the Czech Republic in the time of limited face-to-face instruction, they are obliged to participate in the on-line instruction format from abroad, too.
3. If a student who has left for a study stay abroad must return back to the Czech Republic in connection with the coronavirus pandemic and the foreign university does not allow them to complete the semester in the distance format, they may continue their study in their study programme based on an application to the Dean submitted via the Student Administration and additionally register for courses in their study plan after the expiry of the second week of instruction at FCE.

Article 6 Final provisions

1. Approved by the Dean's Collegium of the Faculty of Civil Engineering CTU in Prague on 24. 11. 2020.
2. The Methodological Instruction replaces the Methodological Instruction No. 1/2020 of 15. 9. 2020.
3. The Methodological Instruction is in force from 30. 11. 2020 to 31. 12. 2020.
4. The Methodological Instruction can be further specified by other instructions relating to protective measures against the spread of the coronavirus infection.

In Prague on 25. 11. 2020

prof. Ing. arch. Ing. Zuzana Pešková, Ph.D.
Vice-Dean for Education

Courses that cannot be fully taught in the non-contact format

After the transition to the non-contact format, instruction in the courses below will be limited to such parts that can be taught in the non-contact format, the necessary face-to-face instruction will take place when it is possible pursuant to centrally set out rules.

102APOZ	Aplikovaná fyzika a OZE
122MKST	Manažerství kvality ve stavebnictví
122PR02	Projekt L02
122YTSD	Technologie výroby stavebních dílců
126PLCO	Plánování a controlling
132MPV	Modelování konstrukcí při požáru a výbuchu
133B03C+K	Betonové konstrukce 3C + 3K
133NKRB	Nosné konstrukce R – Beton
133NNKB	Navrhování nosných konstrukcí – beton
133KPST	Konstrukce při provádění staveb
133YTB	Technologie betonu
135GEA	Geologie
135GM01	Geomechanika 1
135ZSH	Zakládání staveb a hydrogeologie
137YDKP	Diagnostika staveb kolejové dopravy
141HY3V	Hydraulika 3
141HYA	Hydraulika
141HYA2	Hydraulika 2
141HYDR	Hydraulika R
143EKDE	Ekologie a dendrologie
143HYP	Hydropedologie – cvičení
143PED	Pedologie – cvičení
143SSP	Soil Science and Soil Physics – cvičení
144VO2	Vodní hospodářství obcí 2
154FS01	Fieldwork Surveying
154GED1	Geodézie 1
154GED3	Geodézie 3
154ING2	Inženýrská geodézie 2
154ING4	Inženýrská geodézie 4
154INGE	Inženýrská geodézie
154KOME	Kontrolní měření
154LSK	Laserové skenování
154MEGE	Metrologie v geodézii
154SG01	Stavební geodézie
154ZAIG	Základy automatizace v inženýrské geodézii
155GEP1	Geodetické přístroje 1
155TGD3	Teoretická geodézie 3
155VGP	Výuka v terénu Geodetické přístroje
220YLPG	Laboratoř geotechniky

LIMITATIONS IN INSTRUCTION APPLICABLE TO LEVEL 3 – STATE OF EMERGENCY

The buildings of the Faculty of Civil Engineering CTU in Prague are closed for all Bachelor and Master degree students and for the public. Doctoral degree students are allowed to enter the buildings.

face-to-face instruction under specific conditions			on-line instruction or significant limitations of face-to-face activity, or non-contact performance of activities is recommended				is not allowed		
INSTRUCTION /BSc, MSc, Ph.D./	LABORATORIES MEASUREMENTS	STUDIOS PROJECTS	FINAL GRADUATION THESES	INDIVIDUAL CONSULTATIONS	FIELDWORK	EXAMINATIONS	U3A LLL	FIELD TRIPS	OTHER FACE- TO-FACE ACTIVITIES

Compulsory and compulsory elective instruction in Bachelor, Master and Ph.D. study programmes	<p>Instruction runs in the on-line format. Face-to-face instruction is only allowed in laboratories, measurements and fieldwork in groups with a maximum of 20 students.</p> <p>1st year BSP – face-to-face non-compulsory group consultations can be held based on a mutual agreement of the teacher with the students (a limit of 20 students in the place of instruction). The consultations must not collide with on-line instruction. All compulsory instruction runs in the on-line format.</p> <p>The teacher keeps accurate records of students who participate in face-to-face consultations. The records are filed for a minimum of 2 weeks.</p> <p>Two working days before holding a face-to-face consultation, the teacher will send a list to the Technical and Operational Services (STPS) (josef.steffel@fsv.cvut.cz) containing the following:</p> <ul style="list-style-type: none"> ▪ Course code and name ▪ Date and time of consultation ▪ Place of consultation (room numbers) ▪ Teacher's name and contact <p>The students whose names are on the list will be allowed access to the Faculty building via the main entrance on the respective day. Entrance will not be enabled by card, the student reports at the front desk and the attendant will let them in after checking the student's name on the list of students for a face-to-face consultation in the respective course.</p> <p>Teachers are responsible for the organization of face-to-face consultations: students shall leave the building immediately after the consultation, students' gathering in the building is not allowed.</p> <p>Face-to-face group consultations cannot be organized for higher years of study.</p> <p>All years of DSP - on-line instruction.</p>
Elective courses	Instruction runs in the on-line format to the maximum possible extent. Face-to-face instruction in all years of study is only allowed in laboratories, measurements and fieldwork in groups with a maximum of 20 students.
Laboratories,	In all years of BSP and MSP, face-to-face instruction is possible in courses for which partial face-to-face

measurements	<p>instruction was required see Annex 1 to the Methodology of Vice-Dean for Education No. 2/2020.</p> <p>Face-to-face instruction runs in the time specified by a modified time table for individual years of study so that it does not collide with on-line instruction.</p> <p>Exact planning of instruction is set up by teachers in groups with a maximum of 20 students.</p> <p>Instruction takes place in laboratories or specialized classrooms.</p> <p>The teacher keeps accurate records of students who participate in face-to-face instruction. The records are filed for minimally 2 weeks.</p> <p>Two working days before holding face-to-face instruction, the teacher will send a list to the Technical and Operational Services (STPS) (josef.steffel@fsv.cvut.cz) containing the following:</p> <ul style="list-style-type: none"> ▪ Course code and name ▪ Date and time of instruction ▪ Place of instruction (room numbers) ▪ Teacher's name and contact <p>The students whose names are on the list will be allowed access to the Faculty building via the main entrance on the respective day. Entrance will not be enabled by card, the student reports at the front desk and the attendant will let them in after checking the student's name on the list of students for face-to-face instruction in the respective course.</p> <p>Teachers are responsible for the organization of face-to-face instruction: students shall leave the building immediately after the instruction, students' gathering in the building is not allowed.</p>
Studios, projects	Instruction runs in the on-line format.
Fieldwork	<p>In all years of BSP and MSP, fieldwork in groups with a maximum of 20 students is allowed.</p> <p>It must not disrupt the course of non-contact instruction in other courses.</p>
Individual consultations (maximum number of 2 students)	<p>Individual face-to-face consultations with a maximum of two students are allowed for all students.</p> <p>The teacher keeps records of face-to-face consultations with students and is obliged to file them for 2 weeks after the last consultation.</p> <p>The student is registered at the front desk where they supply the required data.</p> <p>Teachers are responsible for the organization of consultations:</p> <p>Students shall leave the building immediately after the consultation, students' gathering in the building is not allowed.</p>
Final graduation theses	<p>Individual face-to-face consultations with a maximum of two students on final graduation theses, and individual use of laboratories and measuring devices for the purposes of work on final graduation theses are allowed.</p> <p>The final graduation thesis supervisor keeps records of face-to-face consultations with students and is obliged to file them for 2 weeks after the last consultation.</p> <p>The student is registered at the front desk where they supply the required data.</p>

	<p>Teachers are responsible for the organization of consultations: Students shall leave the building immediately after the consultation, students' gathering in the building is not allowed.</p>
Examinations	<p>Examinations take place in the non-contact format to the maximum possible extent.</p> <p>Examinations in selected BSP and MSP courses listed in the Dean's Measure No. 20/2020 may be held face-to-face provided distancing of at least 2 m is maintained, a maximum number of 10 students is present in one examination room.</p> <p>Examinations are held in the lecture halls of Building C.</p> <p>The teacher keeps accurate records of students who participate in face-to-face examinations. The records are filed for a minimum of 2 weeks.</p> <p>Two working days before holding a face-to-face examination, the teacher will send a list to the Technical and Operational Services (STPS) (josef.steffel@fsv.cvut.cz) containing the following:</p> <ul style="list-style-type: none"> ▪ Course code and name ▪ Date and time of examination ▪ Place of examination (lecture hall number) ▪ Teacher's name and contact <p>The students whose names are on the list will be allowed access to the Faculty building via the main entrance on the respective day. Entrance will not be enabled by card, the student reports at the front desk and the attendant will let them in after checking the student's name on the list of students for a face-to-face examination in the respective course.</p> <p>Teachers are responsible for the organization of face-to-face examinations: students shall leave the building immediately after the examination, students' gathering in the building is not allowed.</p> <p>Debates, Ph.D. FGE and defences of dissertations can be held face-to-face with the presence of up to 10 persons in the examination room.</p> <ul style="list-style-type: none"> ▪ Two working days in advance, the department staff member in charge will report the list of visitors and the place of holding the event to the front desk. ▪ The department staff member in charge will pick up the visitors at the front desk and escort them to the front desk after the event, and will see to the proper entering of their arrival and departure in the visitor register. <p>The room is disinfected by STPS based on information from the front desk on the time and room number of holding the event.</p>
Life-long learning courses(LLL)	<p>They run in the same format as instruction in compulsory and compulsory elective courses, i.e. on-line to the maximum possible extent, with the exception of laboratory instruction, measurements, architectural studios, drawing and face-to-face consultations in studios and projects.</p>
U3A	<p>Instruction runs exclusively on-line.</p>

Instruction in Erasmus courses	It runs in the same format as compulsory and compulsory elective instruction, i.e. on-line to the maximum possible extent. Face-to-face instruction is only allowed in laboratories, measurements and fieldwork in groups with a maximum of 20 students.
Field trips as part of compulsory instruction	They are not allowed.
Other face-to-face activities with FCE CTU students (field trips, workshops, training courses, etc.)	They are not allowed.

LIMITATIONS IN INSTRUCTION APPLICABLE TO LEVEL 4 – SERIOUS STATE

The buildings of the Faculty of Civil Engineering CTU in Prague are closed for Bachelor and Master degree students and for the public. Doctoral degree students are allowed to enter the buildings.

face-to-face instruction under specific conditions			on-line instruction or significant limitations of face-to-face activity, or non-contact performance of activities is recommended				is not allowed		
INSTRUCTION /BSc, MSc, Ph.D./	LABORATORIES MEASUREMENTS	STUDIOS PROJECTS	FINAL GRADUATION THESES	INDIVIDUAL CONSULTATIONS	FIELDWORK	EXAMINATIONS	U3A LLL	FIELD TRIPS	OTHER FACE-TO-FACE ACTIVITIES

Compulsory and compulsory elective instruction in Bachelor, Master and Ph.D. study programmes	Instruction runs in the on-line format to the maximum possible extent. Face-to-face instruction is only allowed in laboratories, measurements and fieldwork in final years of BSP and MSP in groups of maximally 20 students. On-line instruction in all years of DSP.
Elective courses	Instruction runs in the on-line format to the maximum possible extent. Face-to-face instruction is only allowed in laboratories, measurements and fieldwork in final years of BSP and MSP in groups of maximally 20 students.
Laboratories, measurements	<p>In final years of BSP and MSP, face-to-face instruction is possible in courses for which partial face-to-face instruction was required see Annex 1 to the Methodology of Vice-Dean for Education No. 2/2020.</p> <p>Face-to-face instruction runs in the time specified by a modified time table for individual years of study so that it does not collide with on-line instruction.</p> <p>Exact planning of instruction is set up by teachers in groups of maximally 20 students.</p> <p>Instruction takes place in laboratories or specialized classrooms.</p> <p>The teacher keeps accurate records of students who participate in face-to-face instruction. The records are filed for minimally 2 weeks.</p> <p>Two working days before holding face-to-face instruction, the teacher will send a list to the Technical and Operational Services (STPS) (josef.steffel@fsv.cvut.cz) containing the following:</p> <ul style="list-style-type: none"> ▪ Course code and name ▪ Date and time of instruction ▪ Place of instruction (room numbers) ▪ Teacher's name and contact <p>The students whose names are on the list will be allowed access to the Faculty building via the main entrance on the respective day. Entrance will not be enabled by card, the student reports at the front desk and the</p>

	<p>attendant will let them in after checking the student's name on the list of students for face-to-face instruction in the respective course.</p> <p>Teachers are responsible for the organization of face-to-face instruction: students shall leave the building immediately after the instruction, students' gathering in the building is not allowed.</p> <p>Face-to-face instruction cannot be organized for lower years of study.</p>
Studios, projects	Instruction runs in the on-line format.
Fieldwork	<p>In final years of BSP and MSP, fieldwork in groups of maximally 20 students is allowed.</p> <p>It must not disrupt the course of non-contact instruction in other courses.</p>
Individual consultations (maximum number of 2 students)	<p>Individual face-to-face consultations with a maximum of two students are allowed for all students.</p> <p>The teacher keeps records of face-to-face consultations with students and is obliged to file them for 2 weeks after the last consultation.</p> <p>The student is registered at the front desk where they supply the required data.</p> <p>Teachers are responsible for the organization of consultations:</p> <p>Students shall leave the building immediately after the consultation, students' gathering in the building is not allowed.</p>
Final graduation theses	<p>Individual face-to-face consultations with a maximum of two students on final graduation theses, and individual use of laboratories and measuring devices for the purposes of work on final graduation theses are allowed.</p> <p>The final graduation thesis supervisor keeps records of face-to-face consultations with students and is obliged to file them for 2 weeks after the last consultation.</p> <p>The student is registered at the front desk where they supply the required data.</p> <p>Teachers are responsible for the organization of consultations:</p> <p>Students shall leave the building immediately after the consultation, students' gathering in the building is not allowed.</p>
Examinations	<p>Examinations take place in the non-contact format to the maximum possible extent.</p> <p>Examinations in selected BSP and MSP courses listed in the Dean's Measure No. 20/2020 may be held face-to-face provided distancing of at least 2 m is maintained, a maximum number of 10 students is present in one examination room.</p> <p>Examinations are held exclusively in lecture halls of Building C.</p> <p>The teacher keeps accurate records students who participate in face-to-face examinations. The records are filed for a minimum of 2 weeks.</p> <p>Two working days before holding a face-to-face examination, the teacher will send a list to the Technical and Operational Services (STPS) (josef.steffel@fsv.cvut.cz) containing the following:</p> <ul style="list-style-type: none"> ▪ Course code and name ▪ Date and time of examination

	<ul style="list-style-type: none"> ▪ Place of examination (lecture hall number) ▪ Teacher's name and contact <p>The students whose names are on the list will be allowed access to the Faculty building via the main entrance on the respective day. Entrance will not be enabled by card, the student reports at the front desk and the attendant will let them in after checking the student's name on the list of students for a face-to-face examination in the respective course.</p> <p>Teachers are responsible for the organization of face-to-face instruction: students shall leave the building immediately after the instruction, students' gathering in the building is not allowed.</p> <p>Debates, Ph.D. FGE and defences of dissertations can be held face-to-face with the presence of up to 10 persons in the examination room.</p> <ul style="list-style-type: none"> ▪ Two working days in advance, the department staff member in charge will report the list of visitors and the place of holding the event to the front desk. ▪ The department staff member in charge will pick up the visitors at the front desk and escort them to the front desk after the event, and will see to the proper entering of their arrival and departure in the visitor register. <p>The room is disinfected by STPS based on information from the front desk on the time and room number of holding the event.</p>
Life-long learning courses(LLL)	They run in the same format as instruction in compulsory and compulsory elective courses, i.e. on-line to the maximum possible extent.
U3A	Instruction runs exclusively on-line.
Instruction in Erasmus courses	It runs in the same format as compulsory and compulsory elective instruction, i.e. on-line to the maximum possible extent. Face-to-face instruction is only allowed in laboratories, measurements and fieldwork in final years of BSP and MSP in groups of maximally 20 students.
Field trips as part of compulsory instruction	They are not allowed.
Other contact activities with FCE CTU students (field trips, workshops, training courses, etc.)	They are not allowed.