

DEAN'S MEASURE No. 9/2021

on the course of the examination session in Bachelor's and Master's study programmes implemented at the Faculty of Civil Engineering CTU in Prague

To implement the [Rector's Order No. 9/2020](#) on the provision of study programmes and conduct of examinations at CTU in Prague in connection with measures to reduce the risks of infection with the corona virus as amended and potential other addenda and potential other regulations replacing this instruction, and methodological instructions issued by the CTU Vice-Rector for Bachelor's and Master's Study, pursuant to Art. 18 Para. 4 of the [Statute of the Faculty of Civil Engineering CTU in Prague](#), I hereby issue this Measure

Article 1 Subject of regulation

With a view to the epidemiological situation in the Czech Republic, the Dean of the Faculty of Civil Engineering CTU in Prague (hereinafter "FCE") hereby sets out measures for the preparation and course of the spring semester's examination session of the 2020/2021 academic year (hereinafter "SS ES 20/21") relating to the specification of the method, planning and practice of the verification of study results of students in Bachelor's and Master's study programmes implemented at FCE and the rules for the unconditionally required face-to-face block instruction in the courses listed below in which face-to-face instruction could not take place in the instruction time of the winter or spring semester of the 2020/2021 academic year.

Article 2 Credit and classified credit

- (1) The verification of study results by granting a credit or a classified credit will be performed exclusively in the distance format:
 - based on attendance in non-contact instruction,
 - based on an elaborated semester project submitted by the student only in digital form,
 - based on an on-line test,
 - based on an oral video interview,
 - based on a combination of the above options.
- (2) The deadlines and the way of handing in student's work or verification of knowledge are specified by the course guarantor in cooperation with the Head of the respective Department in charge of the course.
- (3) If a student is unable to comply with the conditions for the course completion in a prescribed standard way, the teacher will allow them an individual submission way.

Article 3 Examination

- (1) Examinations will be held in the distance format to the maximum possible extent using the following options:
 - video interviews in oral examinations (MS Teams application is recommended),
 - testing via electronic platforms in written examinations (Moodle or MS Teams are recommended),
 - combination of the above options.In courses where possible and worthwhile, direct examinations can be replaced by the elaboration of individually assigned student's own work.

- (2) The courses which can be tested in the face-to-face format are specified by the Dean and listed in Annex No. 1 to this Measure.
- (3) To perform face-to-face testing the initial limit of the maximum number of 10 persons in the examination room applies for the whole SS ES 20/21, and the distancing of at least 2 metres between students must be maintained.
If the public health limit for the number of persons present at a face-to-face examination is increased during the examination session, the teacher can increase the capacities of announced examination dates provided other public health limits are observed.
- (4) The course guarantor in cooperation with the Head of the respective Department in charge of the respective course are responsible for the organization of examinations in the face-to-face format and the observation of all public health and safety measures.
- (5) The following booking schedule will apply for planning face-to-face examinations:

- 22. – 27. 4. 2021
 - Booking for courses whose code starts with 101 and 132 and are listed in Annex 1 to this Measure.
 - The Department of Mathematics (courses with code 101) will use lecture halls B280 and B286, lecture halls C-215, C-217, C-219 and room B480 for face-to-face examinations.
 - The Department of Mechanics (courses with code 132) will use lecture halls C-202, C-204, C-206, C-208 and C-221 for face-to-face examinations.
- 28. 4. – 3. 5.
 - Booking for face-to-face examinations in courses whose code starts with 124, 133, 134 and K135 and are listed in Annex 1 to this Measure.
 - Face-to-face examinations will be held in lecture halls of Building C, lecture halls A-228, A-229, A-230 and lecture halls B-280 and B-286.
 - Courses starting with code 124 can also be examined in rooms A433, A434, A435 and A438.
- 4. 5. – 7. 5.
 - Booking for face-to-face examinations in all the other courses listed in Annex 1 to this Measure.
 - Face-to-face examinations will be held in the lecture halls of Building C, lecture halls A-228, A-229, A-230 and lecture halls B-280 and B-286.

To allow for a break necessary for the lecture hall's disinfection, one hour more must be booked than the time needed for the examination itself. E.g. if an examination takes 3 hours and starts at 9.00, book the lecture hall until 13.00.

The booking must be made for the whole examination time, i.e. if an examination comprises a test and a subsequent test evaluation, the booking must be made to cover both examination parts. You can also use so-called one-off events entered in IS KOS.

By publishing an examination date in IS KOS the teacher simultaneously books a lecture hall for face-to-face examination. The list of bookings can be found on the Faculty of Civil Engineering website at <https://www.fsv.cvut.cz/rezervace/>

Students will see examination dates in IS KOS immediately after they have been announced by the teacher, but up to and including 6. 5., the teacher is reserved the right to change the dates of face-to-face examinations. Starting from 7. 5., the published dates are obligatory and students can register for examinations via IS KOS.

Please send your potential suggestions, remarks and questions related to the booking system to the Faculty IT Centre via [HelpDesk](#).

- (6) The testing (face-to-face or distance) format is obligatory for the whole examination session.
- (7) The examination format and examination dates must be announced to students no later than by 7. 5. 2021.
Up to and including 6. 5. 2021, teachers are reserved the right to change the dates of the examinations published in IS KOS without having to notify the students of the change in advance. After 7.5.2021, the teacher can further increase the number of examination dates. Decreasing the number of announced examination dates listed by 7.5.2021 is not allowed unless it follows mutual agreement with the students.
The examination dates must be uniformly spread over the whole SS ES 20/21 and their minimum capacity must account for 1.5x the number of students registered for the course.
- (8) To eliminate a collision of face-to-face examinations with face-to-face block instruction, the announcement of examination dates (face-to-face and distance) for the courses listed in Annex No. 2 to this Measure is limited on some days.
- (9) In justified cases, a student may ask the Dean ([via FCE Student Administration](#)) for an individual change in the examination format.

The reasons considered as objective to change the face-to-face examination format to the distance format are:

- student belongs to the at-risk group (especially the seriously ill, persons with a weakened immune system, pregnant women);
 - student would endanger a close person belonging to the at-risk group (especially the elderly, seriously ill, chronically ill, persons with a weakened immune system, pregnant women, new-born babies and infants living in the same household with the student);
 - student is staying outside the Czech Republic. This does not apply to the countries sharing a border with the Czech Republic, which allow crossing the border for study purposes.
- Other specific cases evaluated as relevant by the Vice-Dean for Education.

The reasons considered as objective to change the distance examination format to the face-to-face format are:

- student's insufficient technology equipment,
- recommendation from ELSA,
- other specific cases evaluated as relevant by the Vice-Dean for Education.

The application must include the documentation of stated reasons:

- If a student refers to medical reasons (their own or close person's), a medical statement must be attached.
- If the reason is a problematic trip to the Czech Republic, the student must document that they are currently outside the Czech Republic – this can be done by an affidavit with an authenticated signature.
- The Vice-Dean for Education may ask for the documentation of all facts to which the student refers in the application.

The change in the examination format is at the discretion of the Vice-Dean for Education, the Student Administration officer informs the student and respective teachers by email. The date will be set by mutual teacher-student agreement.

- (10) If a student is unable to participate in examinations for objective reasons, the student may ask the Dean ([via FCE Student Administration](#)) for an individual extension of the examination session up to 17. 9. 2021.

The student must submit the application no later than by 26. 6. 2021.

The reasons that can be considered as objective are:

- mandatory quarantine,
- illness,
- difficult life situation in connection with the coronavirus crisis,
- other specific cases evaluated as relevant by the Vice-Dean for Education.

The application must include the documentation of stated reasons:

- If a student refers to medical reasons (their own or close person's), a medical statement must be attached.
- The Vice-Dean for Education may ask for the documentation of all facts to which the student refers in the application.

The acknowledgement of the apology for non-participation in an examination is at the discretion of the Vice-Dean for Education, the Student Administration officer informs the student and respective teachers by email. A substitute examination date will be set by mutual teacher-student agreement.

Article 4

Final graduation examination

- (1) Final graduation examinations (hereinafter "FGE") will be held in the face-to-face format to the maximum possible extent; a semi-contact or distance format is possible based on the Head of Department's request and is at the Dean's discretion.
- (2) In justified cases, a student may individually ask the Dean ([via FCE Student Administration](#)) for a change in the FGE format to the distance format.
- (3) FGE will be held as public examinations provided the limit of 10 persons in the room is not exceeded. If this limit is exceeded, FGE will be held with the exclusion of the public, in which case an audio or audio and video record of the FGE course will be made, which will be filed at the Department organizing FGE for a period of 5 years.

- (4) Article 5 Para. 2 of the Dean's Directive No. 1/2020 for the Implementation of Bachelor's and Master's Study Programmes at the Faculty of Civil Engineering CTU in Prague is amended as follows:
The Board for the Defence of Final Graduation Theses need not comprise a prominent expert who is not a CTU employee.
- (5) Oral examinations in thematic areas and the defence of final theses in a particular branch of study can be held together with the same Board and on the same date. The examiner for the respective thematic area to whom the student has registered must be a member of the Examination Board.
- (6) The student will learn the result of the examination immediately after the examination and will no longer stay on the Faculty campus for no reason. There will be no common opening and closing ceremony.
- (7) During the examination, the public health and safety measures currently in force must be observed. The Head of the Department that organizes FGE is responsible for the compliance with public health and safety measures.

Article 5

Face-to-face instruction in courses specified by the Dean in SS ES 20/21

- (1) In courses listed in Annex 3 to this Measure, face-to-face instruction can be held in the block format in SS ES 20/21.
- (2) If the time period of SS ES 20/21 does not suffice for the implementation of face-to-face instruction in the courses specified by the Dean so that the courses can be properly completed including the verification of knowledge by the end of SS ES 20/21, the Faculty Dean allows the instruction and verification of knowledge in these courses to take place also during the summer holidays. The instruction can be held in the block format in compliance with public health rules in force and must not collide with instruction in other courses. If the courses cannot be completed in the face-to-face format by 29.8.2021, the courses will be completed in the distance format no later than by 17. 9. 2021.
- (3) The organization of instruction is at the discretion of the course guarantor in cooperation with the Head of Department and the study programme guarantor, and the Vice-Dean for Education will be informed.

Article 6

Effect

- (1) This Measure comes into effect on the day of announcement.
- (2) The Measure regulates the period from 17.5. 2021 to 25.6. 2021 regardless of any potential Government loosening steps resulting from the improvement of the epidemiological situation in May and June 2021.

prof. Ing. Jiří Máca, CSc., m.p.

Dean

Annex 1

Courses which can be completed in the face-to-face format in the spring semester of the 2020/2021 academic year

Course code	Course name	Level	Study programme	Branch	Year	Number of students
101KG01	Konstruktivní geometrie	Bc	SI		1	25
101KGA1	Konstruktivní geometrie A	Bc	A+S		1	189
101M1A	Matematika 1A	Bc	A+S		1	71
101M2A	Matematika A2	Bc	A+S		1	138
101M3A	Matematika 3A	Bc	A+S		2	39
101MA01	Matematika 1	Bc	SI		1	97
101MA02	Matematika 2	Bc	SI		1	320
101MA03	Matematika 3	Bc	SI		2	69
101MAR1	Matematika R1	Bc	ST		1	7
101MAR2	Matematika R2	Bc	ST		1	10
101MM2G	Matematika 2G	Bc	GK		1	39
122ITSL	Informační technologie L	Bc	SI	L	4	32
122TDS	Technologie dopravních staveb	Bc	SI	K	4	23
122TES2	Technologie staveb 02	Bc	SI	L	3	39
122TS1	Technologie staveb L1	Bc	ST	R	2	3
122TSVZ	Technologie staveb Z	Bc	SI	Z	4	16
122YTP	Technologie přípravných procesů	Bc	SI	L	3	13
122YZS	Zvláštní stavby a technologie	Bc	SI	L	3	4
124KK01	Kompletační konstrukce	Bc	SI	C	3	128
124KKL	Kompletační konstrukce L	Bc	SI	L	4	28
124KKQ	Kompletační konstrukce Q	Bc	SI	Q	3	23

124KKR	Kompletační konstrukce R	Bc	ST		2	15
124KKT	Kompletační konstrukce T	Bc	SI	E	3	21
124PBZN	Požární bezpečnost a zdrav. nezávadnost budov	Bc	SI	C	4	92
124PSA2	Pozemní stavby A2	Bc	A+S		1	174
124PSA3	Pozemní stavby A3	Bc	A+S		2	123
124PSI2	Pozemní stavby I2	Bc	SI		2	218
124PSR2	Pozemní stavby 2R	Bc	ST		1	19
132DS01	Dynamics of Structures	Mgr	CE	D	1	10
132DY01	Dynamika stavebních konstrukcí 1	Bc / Mgr	SI / SI	K / C	3 / 1	92
132PRA	Pružnost a pevnost A	Bc	A+S		2	60
132PRPE	Pružnost a pevnost	Bc	SI		2	73
132PRUR	Pružnost a pevnost	Bc	ST		2	7
132SM02	Stavební mechanika 2	Bc	SI		2	359
132SM3	Stavební mechanika 3	Bc	SI		2	187
132SMA1	Stavební mechanika 1A	Bc	A+S		1	189
132SMA2	Stavební mechanika 2A	Bc	A+S		2	91
132SMR2	Stavební mechanika R2	Bc	ST		1	19
133B04K	Betonové konstrukce 4K	Mgr	SI	K	1	23
133BK02	Betonové a zděné konstrukce 2	Bc	SI	C, K	3	176
133BZA2	Betonové a zděné konstrukce v arch. 2	Bc	A+S		3	91
133CM02	Concrete and Masonry Structures 2	Bc	CE	D	3	7
133NKRB	Nosné konstrukce R - beton	Bc	ST		2	19

133NNKB	Navrhování nosných konstrukcí – beton	Bc	SI		2	193
134DK01	Dřevěné konstrukce 1	Bc	SI	C	3	181
134NKPS	Navrhování konstrukcí při provádění staveb	Mgr	SI	L	1	35
134NKRO	Nosné konstrukce R - Ocel	Bc	ST	R	2	18
134NNKO	Navrhování nosných konstrukcí – ocel	Bc	SI		2	193
134ODA1	Ocelové a dřevěné konstrukce v archit. 1	Bc	A+S		3	92
135GM2I	Geomechanika 2I	Bc	SI		2	102
135ZS02	Zakládání staveb 2	Mgr	SI	C	1	42
136YSVT	Výuka v terénu – silniční stavby	Bc	SI	K	3	
137YZVT	Výuka v terénu – železnice	Bc	SI	K	3	
137ZE01	Železniční stavby 1	Bc	SI	K	3	47
141HYA	Hydraulika	Bc	SI		2	103
141VYV1	Výuka v terénu	Bc	SI	V	3	
154VTIG	Výuka v terénu	Mgr	GK		2	
154VY1	Výuka v terénu	Bc	GK		1	
154VY3	Výuka v terénu	Bc	GK		2	
155VGP	Výuka v terénu GP	Bc	GK		1	43
155VTTG	Výuka v terénu z teoretické geodézie	Mgr	GK		1	27
155VYMK	Výuka v terénu z mapování a KN	Bc	GK		2	20

Annex 2

Courses in which the announcement of examination dates is limited due to coordination with contact block instruction

Course code	Course name	Study programme	Days on which face-to-face block instruction will be held for this group of students – each student attends face-to-face block instruction on one day per whole examination session
101MA02 102FYI 104YC2x 123CHE 132SM02 + “revision” courses 101KG01 101MA01 123SH01 132SM01	Matematika 2 Fyzika Cizí jazyk Chemie Stavební mechanika 2 Konstruktivní geometrie Matematika 1 Stavební hmoty Stavební mechanika 1	SI / 1st year BSc / I	Wednesday 19. 5. Wednesday 26. 5. Wednesday 2. 6. Wednesday 9. 6. Wednesday 16. 6. Wednesday 23. 6.
101MA02 102FYI 104YC2x 123SH01 132SM02 + “revision” courses 101KG01 101MA01 132SM01 105SVAI 135GM01	Matematika 2 Fyzika Cizí jazyk Stavební hmoty Stavební mechanika 2 Konstruktivní geometrie Matematika 1 Stavební mechanika 1 Společenské vědy Geomechanika 1	SI / 1st year BSc / J	Thursday 20. 5. Thursday 27. 5. Thursday 3. 6. Thursday 10. 6. Thursday 17. 6. Thursday 24. 6.
124PSA3 125TB2 129NB02 132SMA2	Pozemní stavby 3A Technická zařízení budov 2 Nauka o budovách 2 Stavební mechanika 2A	A+S / 2nd year BSc	Friday 21. 5. Friday 28. 5. Friday 4. 6. Friday 11. 6. Friday 18. 6. Friday 25. 6.

Annex 3

Courses in which face-to-face block instruction is allowed as an exception

Course code	Course name	Study programme	Fixed dates of face-to-face instruction
154SG01	Stavební geodézie	SI / 1st year BSc / I	Wednesday 19. 5. Wednesday 26. 5. Wednesday 2. 6. Wednesday 9. 6. Wednesday 16. 6. Wednesday 23. 6.
154SG01	Stavební geodézie	SI / 1st year BSc / J	Thursday 20. 5. Thursday 27. 5. Thursday 3. 6. Thursday 10. 6. Thursday 17. 6. Thursday 24. 6.
154SGEA		A+S / 2nd year BSc	Friday 21. 5. Friday 28. 5. Friday 4. 6. Friday 11. 6. Friday 18. 6. Friday 25. 6.
154GED2	Geodézie 2	GK	3 practicals (x 3 units) By mutual teacher-students agreement.
154SPG	Stavebně průmyslová geodézie	GK	2 practicals (x 4 units) By mutual teacher-students agreement.
132EADC 132EADK	Experimentální analýza a diagnostika	SI-C a SI-K / 1st year MSc	Several all-day blocks will be published with sufficient capacities so that announced examination dates need not be limited.
135SOM1	Soil Mechanics 1	CE / 1st year BSc	By mutual teacher-students agreement.