



3rd FULL TEXT

RECTOR'S ORDER

No. 9/2020

**Governing studies and examinations at CTU
In connection with measures to reduce the risk of coronavirus infection¹**

I.

Introductory provisions

- (1) This Order is issued following the measures of the Government of the Czech Republic, responsible ministries and other bodies in connection with **reducing the risk of coronavirus infection**; provisions in this Order shall not apply in case where legal regulations or other binding provisions with a stronger legal force² stipulate more stringent conditions, rules and procedures.
- (2) In order to reduce the risk of coronavirus infection, I hereby issue these **temporary and extraordinary measures** aiming to ensure the continuation of studies and organization of examinations, course-credits, graded course-credits, defences, etc. (hereinafter referred to as "examinations"), state final examinations (hereinafter referred to as "SFE") and state doctoral examinations (hereinafter referred to as "SDE") in this extraordinary situation.
- (3) The Vice-Rector for Bachelor and Master Studies and the Vice-Rector for Science, Creative Activities and PhD Studies are authorized to issue a **methodological guidance** for the implementation of this Order.
- (4) The different types of examinations can take place provided the **requirements** stipulated in this Order, the follow-up methodology or the respective legal act³ **are met**.
- (5) All that this Order stipulates for examinations shall also apply to fulfilment or checking of other study obligations, unless stipulated otherwise, or unless the text indicates a different procedure.

¹ As amended by Amendment No. 1, Amendment No. 2 and Amendment No. 3.

² Such as laws, decrees, resolutions of the Government, orders issued by ministries, binding regulations issued by other bodies, etc.

³ For example, Act. No. 188/2020 Coll., on Special Rules for Education and Decision-Making at Higher Education Institutions in 2020 and on the Assessment of Study Period for the Purposes of Other Acts.

II. Organization of examinations at CTU

- (1) Examinations can take one of the following forms:
- a) **Distance** form – i.e. without the student taking the examination (or a group of students taking the examination) being physically present in the room together with the examiner, or with all examiners in the case of examination committees, while the physical presence is substituted with the use of electronic means of distance communication. Participants can establish connection for example from home, etc.
 - b) **Semi-distance** form – i.e. in case the examination is supposed to take place before an examination committee of which not all members are physically present in the room with the student taking the examination (or a group of students taking the examination), while their physical presence is substituted with the use of electronic means of distance communication. Participants can establish connection for example from home, etc.
 - c) **In-person** form – i.e. the student taking the examination (or a group of students taking the examination) is physically present in a room together with the examiners, or with all examiners in the case of examination committees; electronic means of distance communication are not used.

Note: All that this Order stipulates for distance form of examination shall also apply to semi-distance form of examination, unless stipulated otherwise, or unless the text indicates a different procedure.

- (2) The **use of a particular form** of examination will be decided by the guarantor of the subject in the case of a subject examination (this information must be available on the date the examination date is published in IS KOS⁴ at the latest), by the guarantor of the programme following an agreement with the head of institute/department in the case of SFE, or by the dean in the case of the doctoral theses defence, state doctoral examination.
- (3) The determined type of completion of a subject (course-credit, graded course-credit, examination, etc.) must not be changed, regardless of the selected form of examination (in-person, distance, semi-distance).
- (4) Regardless of which form of examination is selected, a **comparable** level of demandingness must be ensured and the predetermined form must be maintained (written form – a test, or oral, etc.).
- (5) The student must come to the examination **at the set time (or shortly before)** in order to minimize the risk of infection spread.

⁴ Electronic study information system of CTU – studies component.

- (6) A CTU employee responsible for the organization of the given type of examination, or a person responsible for the organization of consultations or in-person instruction, shall make sure **a list of persons** that participated in the given type of examination, consultation or instruction as a group is made; the list shall be kept for 60 days after the end of the state of emergency for the purposes of tracing the infection, shall it be necessary.
- (7) The date of SFE must be published on the CTU website⁵ at least 15 days before the day it is to take place.
- (8) In case **SFE, SDE or the doctoral thesis defence** do not take place in-person, the committee's **secretary** must be present in the room where the examination takes place who will ensure that the examination complies with the Study and Examination Rules for CTU students, including printing out a protocol and its signing by the student; this is without prejudice to the secretary's potential obligation to be present pursuant to other laws or internal regulations. The student will be told the final result of the examination **immediately after the examination**.
- (9) If it is required of the student to present a signed statutory declaration "on non-infectious status", the template in accordance with **Annex No. 1** to this Order shall be used.
- (10) In case the distance from of examination is selected, this fact must be mentioned **in the note to the IS KOS form** when the date of the examination is published. Students must provably be given information and requirements for distance examinations.
- (11) By registering for a subject examination in IS KOS, or by registering for SFE, SDE, doctoral thesis defence or any other type of examination, the student also expresses their **consent with the given form of organization of the examination**.
- (12) By registering for a distance or semi-distance examination, the student at the same time confirms that they have working equipment available, namely the following:
 - a) **a device with the necessary SW** for a distance examination (this must be a free SW, or software licensed at CTU, depending of the specification of the examination requirements),
 - b) **a web camera,**
 - c) **a microphone,**
 - d) **speakers/headphones,**
 - e) **data connection** that is sufficient for an audio-video call,
 - f) **enough data** for the transmission,

⁵ Section 5, Para 5 of Act No. 188/2020 Coll.

- g) possibly also **other** commonly available equipment necessary for the given type of examination (**e.g., a digital camera**),
 - h) **telephone** connection (in case of internet disruption).
- (13) Students must be informed about a possible audio or audio-video recording (hereinafter referred to as a “recording”) of the examination. The recordings shall be stored for the following period of time:
- a) In the case of subject examinations (or checks on fulfilment of other study obligations), the recording is stored for 10 days after the end of the period when the student may raise an objection⁶ against the result of the examination entered in the CTU information system; if the student raises an objection, the recording is stored until the objection is settled;
 - b) In the case of SFE, SDE and doctoral thesis defence, the recording is stored for 5 years.
- (14) In the case of distance or semi-distance examinations, CTU will provide support for the following platforms: **MS Teams** and **Moodle**. If teachers want to use other platforms, these must be approved by the dean, and the faculty will provide the necessary support.
- (15) In case the student cannot take the examination in the given form, they will send a request to the dean through the Study Department, or in the case of SDE and dissertation thesis defence through the Department of Science and Research.
- (16) Shall the **functionality of some components fail** (e.g., internet disruptions) during an examination that uses electronic means of distance communication, the examiner (or the chair of the examination committee) shall decide about what shall be done, or possibly also whether the examination shall be repeated, having in mind fair conditions for all students and, last but not least, making sure that there were no attempts to cheat on the part of the student.
- (17) In the case of internet disruptions, the student shall immediately **contact by phone** the examiner (or the chair of the examination committee), to whom they shall explain the cause of the problem, and the examiner shall decide about what shall be done; for this purpose, the student will be given a telephone number at the start of the examination at the latest.
- (18) At the start of a distance examination, the **student’s identity must be verified**.
- (19) If it is established that the **student was cheating** during the examination, such conduct is an aggravating circumstance which can lead eventually to the **student’s expulsion from studies**.

⁶ For instance pursuant to Articles 8 and 9 of the Study and Examination Rules.

- (20) The fact that the examination takes place in distance form is without prejudice to the requirement on **dressing appropriately**; in case the student does not comply with this requirement, the examiner may terminate the examination.
- (21) In the case of a group examination, the **examiner** shall enter the results in IS KOS. In case the student does not agree with the grade, they must inform the examiner about this fact within 24 hours after the grade was entered in IS KOS. In the case of an individual examination, the examiner shall inform the student about the result and shall prompt the student to confirm that they agree with the result.
- (22) In case where legal regulations generally allow the presence of the public in certain parts of the examination (either during the course of the examination or when the results of the examination are announced, etc.) and the examination takes place in the distance form, the **physical presence of the public is not possible**; this participation of the public, or the public control is replaced by a recording of the course of the examination, which will be archived for 5 years at an authorized department of the relevant constituent part (faculty/university institute).

III.

Final provisions

- (1) The procedure in accordance with this Order shall apply also in case where the Rector's Order on reducing the risk of coronavirus infection, as amended⁷, stipulates otherwise.
- (2) This Order enters into force on 28 April 2020.

doc. RNDr. Vojtěch Petráček, CSc., m. m.
Rector

The changes implemented by Amendment No. 1 enter into force on 11 May 2020.

The changes implemented by Amendment No. 2 enter into force on 18 May 2020.

The changes implemented by Amendment No. 3 enter into force on 9 December 2020.

⁷ PR 21/2020.

Annex no. 1
To Rector's Order No.
9/2020

STATUTORY DECLARATION
ON ABSENCE OF SYMPTOMS OF A VIRAL INFECTIOUS DISEASE
And quarantine measures

I,

(name, surname)

Student at the Czech Technical University in Prague (CTU),

Date of birth:

.....

Permanent address:

.....

Hereby declare that I do not have and in the last two weeks have not had any symptoms of a viral infectious disease and that I have no acute health problems that would correspond to a viral infectious disease (such as a fever, cough, breathlessness, sudden loss of taste and smell, etc.) and I declare that I have not been ordered to quarantine.

I give consent to the processing of personal data included in this declaration and I am aware that the data will be processed by CTU for the duration of a maximum of 60 days after the end of the state of emergency.

I am aware of the legal consequences in the event that this declaration is false.

In

On

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Signature