

**Directive of the Dean of the Faculty of Economics and Administration, Masaryk University No. 5/2020**

**Organisation of full-time teaching at the Faculty of Economics and Administration in the Autumn Semester 2020 pursuant to the Rector's Decree No. 8/2020 against the dissemination of COVID-19**

*Pursuant to section 28 (1) of the Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some other acts (The Higher Education Act), as amended by subsequent regulations (hereinafter "the Higher Education Act"), I am issuing the following directive:*

Article 1

**Introductory Provisions**

1. The Dean's Directive regulates the organisation of teaching in the Autumn Semester 2020 following the current regulations and recommendations issued by the Government of the Czech Republic and the Masaryk University management with regard to epidemiologic measures.

Article 2

**General conditions regarding the organization of teaching in the Autumn Semester 2020**

1. The published timetable of full-time and part-time studies and lifelong learning remains valid.
2. Course guarantors are responsible for ensuring that enrolled students will be notified of all necessary changes in teaching, course organization, course completion conditions, etc. without undue delay by mass e-mail using the Information System (hereinafter "IS"; or another information channel common for a given course) and, at the same time, the information will be entered in the course study materials in the IS ("Organizational instructions", "Interactive syllabus", etc.). Changes and instructions determined and announced this way have a higher validity in the Autumn semester 2020 than the information given in the Course Syllabi in the IS.
3. During classroom and online teaching, students are obliged to follow their teachers' instructions, fulfill the assigned tasks and other study obligations, making sure they meet the deadlines set by individual teachers and announced according to Article 2 (2) above.
4. Students who return prematurely from their Erasmus stay abroad shall follow their individual study plans (status "isp" in the IS) as stipulated in the original conditions. These students will be allowed to enrol in courses later according to individual requirements and needs to ensure that their enrolment in the Spring Semester 2021 is not endangered or limited; the faculty will proceed individually and act in students' favour.
5. Should it not be possible to carry out the graduation ceremony according to the academic year schedule, graduates may collect their diplomas at the Study Department of the Faculty (hereinafter

referred to as SD) depending on the current epidemiological situation; alternative delivery of the diploma is not possible. A make-up graduation date will be set according to the current situation and capacity possibilities (collection of the diploma at the SD does not exclude participation in the graduation on the make-up date). The paid graduation fees shall be refunded through the MUNI Business Center upon request.

### Article 3

#### **Additional conditions for the organization of teaching in the Autumn semester 2020 should classroom teaching be possible**

1. In the event that classroom teaching is allowed, the conditions set out in Article 2 of this directive and the following conditions shall apply.
2. In all "S" seminar rooms with the capacity of up to 24 people, teaching will take place without restrictions.
3. In all "P" lecture halls with the capacity of more than 50 people, seats will be color-coded, signalling whether or not students are allowed to sit on them, to make sure that the capacity of the room is exactly 50 people (where there are chairs, those in excess of 50 will be removed). The number of 50 people includes all persons present in the class, i.e. including teachers.
4. CIKT will launch a reservation system for students within the Studium online application (hereinafter referred to as "SOL") so that students can always book a place in the lecture room for a specific subject no later than 24 hours in advance. This way, if the room is fully booked, other students will know in advance that they will not be able to find seats. The teacher giving the lecture shall see to it that the number of students in the lecture hall does not exceed 49 (should there be more teachers, the maximum number of students shall be adequately reduced to ensure that the total number of people present in the lecture hall does not exceed 50).
5. In all "P" lecture halls, with the exception of P101 (auditorium), where the SOL videoconferencing equipment is installed (i.e. P102, P103, P104, P106, and P312), teachers will be obliged to broadcast lectures online and, at the same time, make off-line recording which will be available to students.
6. In lecture halls where the videoconferencing equipment is not installed or if it is not fully functional, the course guarantor decides on the method of providing non-contact teaching (e.g. using existing off-line recordings, consultations in MS Teams or on another platform applicable in the course, etc.); in this case, the full-time part of the course can be canceled.
7. Teaching scheduled in lecture hall P101 (auditorium) will be organized for individual courses according to the circumstances to make it as efficient as possible:
  - a) in courses with a lower number of enrolled students (typically fewer than 100), the teachers will be obliged to broadcast their lectures online and, at the same time, make off-line recordings;
  - b) in courses with a high number of students (significantly exceeding 100), the guarantor decides on the method of ensuring non-contact teaching (e.g. using existing off-line recordings, consultations in MS Teams or on another platform applicable in the course, etc.); in this case,

the full-time part of the course can be canceled

- c) regardless of the number of enrolled students, it is possible to proceed according to Article 3 (7) (a) or (b) above, in so far as it is expedient and effective for the subject; the head of the guarantor department of the given subject will determine with final validity whether the guarantor of the course should proceed according to letters (a) or (b) above.

#### Article 4

#### **Additional conditions for the organization of teaching in the Autumn Semester 2020 in the event of a ban on contact teaching**

1. In the event that contact teaching is prohibited, the conditions stipulated in Article 2 of this Directive and the following conditions shall apply
2. Within non-contact teaching, teachers are obliged to keep students informed about the organization of self-study, to assign tasks and check how they are fulfilled, and to continuously evaluate students' performance if required by the nature of the course.
3. Teachers will be obliged to broadcast online all lectures scheduled in the "P" lecture halls, where the SOL video conferencing equipment is installed (i.e. P101, P102, P103, P104, P106, and P312), and, at the same time, make their off-line recordings which will be made available to students; teachers may also use remote access to SOL through the Cisco Meeting App at the scheduled time of the course. The course guarantor may decide that the online transmission of lectures will be replaced by making their off-line recordings available, and, at the same time, may determine another form of online communication with students in the MS Teams environment, or on another platform applicable in the course. In the event of a failure of the SOL equipment, teachers will proceed in an appropriate manner pursuant to Article 3 (6) above.
4. Teachers are obliged to consult with students regarding the content of individual courses, interim and final theses. In order to provide information and pass on instructions and study materials, they will use IS tools (especially interactive curricula, study materials, homework vaults, self-correction tests, POTs), SOL and MS Teams, or other platforms applicable in the course (the use of alternative communication platforms will be decided by the course guarantor).

#### Article 5

#### **Final provisions**

1. The validity of this Directive in the sense of Article 3 or 4 is governed by the internal regulations and decisions of Masaryk University and the Dean of the Faculty of Economics and Administration; individual conditions may change in accordance with the announcements of individual emergency levels for Masaryk University and also the decision of the university's crisis committee.

2. The Vice-Dean for Full-time Study and Vice-Deans for Part-time Study and Lifelong Learning are in charge of interpreting the directive.
3. Compliance with the directive is entrusted to: the Head of the Building Administration within the scope of Article 3 (3), the Head of the Information and Communication Technology Center within the scope of Article 3 (4), and the Heads of Departments within the scope of Article 2 (2), Article 3 (2), (5), (6) and (7), and Article 4 (2)-(4).
4. The directive comes into effect on the day of publication.
5. The directive comes into force on the day of publication.

Brno, 14 September 2020

prof. Ing. Antonín Slaný, CSc., m.p.  
Dean