

Conditions and methodological recommendations for teaching in the summer semester of the academic year 2021/2022 at the Faculty of Economics and Management (FEM), CZU Prague

This Dean's regulation is issued in accordance with the Methodical Instruction of the Vice-Rector for Pedagogical Activities for the continuation of teaching in the summer semester 2021/2022 (<https://aktualne.czu.cz/en> and other internal regulations, especially with valid CZU regulations on coronavirus (<https://aktualne.czu.cz/en/r-17100-current-measures>)).

1) Teaching conditions

- a) Teaching is governed by the conditions set by the state administration. The basic requirement is to ensure that teaching activities are carried out in their entirety and to the necessary quality, while minimising health risks. The basic aim and priority of the FEM is to maintain, as far as possible, a standard teaching in terms of form and content, in accordance with the accredited form of the study programme.
- b) In the summer semester 2021/2022, a hybrid model of teaching will be applied, which is based on an appropriate combination of contact and distance learning using e-learning tools and methods.
- c) Hybrid teaching is also appropriate due to the increased number of students and teachers under quarantine or in isolation.
- d) If the state authorities exclude the personal presence of students in the classroom or if the epidemic situation at ČZU is fundamentally unfavourable, it will be necessary to switch to a fully distance form of teaching. Full distance education for the CZU shall be ordered by the Rector on the basis of a measure issued by the Government of the Czech Republic, the Ministry of Health, or on the basis of a specific legally binding anti-epidemic measure imposed on the university by the locally competent sanitary station. A valid decision of the Ministry of Education and Science on the special powers of public and private universities during an emergency situation is also a condition for distance learning.
- e) If the epidemic situation is favourable and the conditions set by the Ministry of Health do not pose obstacles to face-to-face teaching, teaching will be carried out in the normal mode, where lectures and exercises will take place primarily in contact (face-to-face) in the joint presence of students and teachers.

2) Teaching for full-time students

Lectures

In the event that the number of students enrolled in a given lecture does not exceed 60, the lectures are held in a standard contact manner in the classroom according to the schedule.

If the number of students enrolled in a given lecture exceeds 60, the class will be taught online (MS Teams). The instructor can lecture at the actual time, both from the classroom according to the schedule and from elsewhere. In this case, the lecturer will record the lecture and place it in

LMS Moodle. Alternatively, he/she can use a pre-recorded lecture, which is inserted into MS Teams and subsequently into the corresponding course outline in LMS Moodle. In this case, a consultation will be available to students at the time of the lecture.

The lecturer is obliged to provide students with sufficient materials for study. E-learning materials (e.g. study materials, instructional videos) will be made available to students in a timely manner, especially in LMS Moodle.

Seminars

Teaching within the exercise will be conducted in a contact manner in classrooms according to the currently valid timetable in the University Information System (UIS).

The instructor is obliged to provide students with sufficient basic information on the exercise (organisation of the exercise, conditions for obtaining credit, checking attendance) and study materials. E-learning materials (e.g. study materials, instructional videos), the teacher will make everything available to students in a timely manner, especially in LMS Moodle.

3) Teaching for students of distant form of study - Consultation centres, Prague

Lectures

The lectures (8 teaching hours) are conducted online using MS Teams. In this case, the lecturer can use previously recorded lectures, which will be inserted into MS Teams and subsequently into the corresponding course outline in LMS Moodle (in this case, the lectures must be of a scope corresponding to full-time study), and at the same time, at the time of the lecture, students will have the opportunity to consult with the teacher for at least two hours. The lecturer may also lecture at the actual time, both from the classroom according to the timetable and from elsewhere. In this case, the lecturer will record the lecture and place it in the LMS Moodle.

Seminars

The training within the exercise (8 training hours) can be carried out in hybrid form (physically in Prague and in the centres) using MS Teams. The teacher is obliged to inform the students about the form of teaching in time. The teacher will provide students with tutorial support for the exercise in LMS Moodle.

4) Technical and software support

Teachers are obliged to use e-learning platforms supported by CZU. The teachers will create teams in MS Teams via <http://intranet.czu.cz> (link for Creating MS Teams is to be found on the home page).

5) Conclusion

This regulation is based on the current conditions for teaching given by current legislation. If they are changed, this regulation will be updated, and the Study Department of FEM will immediately inform teachers and students.

Exceptions from the study form are permitted only by the Dean of FEM on the basis of a justified request.

doc. Ing. Tomáš Šubrt, Ph.D.

Dean

In Prague 2. 2. 2022