

# FF UHK Dean's Decree No. 14/2020

## Rules for the implementation of completion of the classification of courses at FF UHK during extraordinary measures

### Art. 1 - General provisions

In connection with the limitations and measures associated with the coronavirus pandemic and COVID-19 and in conjunction with the Dean's Order No. 1/2020, the rules for the termination and classification of FF UHK courses are temporarily changed during the FF UHK examination period.

### Art. 2 - Beginning of the examination period

- (1) The beginning of the examination period of the summer semester of the academic year 2019/2020 remains valid according to the Academic Year Schedule of the FF UHK, therefore starting on 11th May 2020.
- (2) For students who study in the last semester of study, the beginning of the examination period of the summer semester is set according to the Schedule of the Academic Year of the FF UHK on 20th April 2020.

### Art. 3 - Forms of realization and classification of tests and credits

- (1) During the extraordinary measures, when due to the impossibility of personal contact between teachers and students, examinations and credits cannot be held in the standard way stated in the syllabus of specific courses on the basis of accreditation of individual study programmes, the possibility of conducting exams and credits in distance form is introduced in order to maintain the system of closing and classifying courses in the study programmes of FF UHK. This can be:
  - a) classification based on the submitted written work on the course, prepared by the student according to the teacher's instructions;
  - b) classification based on the ongoing work of students of the given course, assigned by the teacher according to the Dean's Order No. 1/2020,
  - c) classification based on the elaborated project or part of the project for the given course, developed by the student according to the teacher's instructions;

- d) oral examinations made electronically between the teacher and the student of the relevant course (e.g. via Skype or MS Teams);
- e) classification on the basis of a written test or a credit text, prepared and managed electronically (e.g. via Moodle or MS Teams);
- f) classification according to other possibilities, communicated by the teacher according to Article 4 of this Decree.

#### **Art. 4 - Duties of teachers**

- (1) The teacher is obliged to inform the students of each course no later than on the day of the beginning of the examination period (according to Art. 2 of this Decree) in what form the examinations and credits of individual courses will be carried out, what are the conditions for the successful passing of the exam and the granting of credits and in what terms this will take place. In the case of students of the last year of study who have a shortened semester, the teacher is obliged to communicate the form of implementation of examinations and credits immediately after the issuance of this decree. The minimum number of dates for individual exams and credits is based on the valid Study and Examination Regulations of the UHK. The teacher will specify to students:
  - a) in what form and on what platform will the distance testing and obtaining credits take place;
  - b) what are the exact conditions for granting the credit or passing the examination, especially if these conditions were changed after the announcement of extraordinary measures in cooperation with the wording of the Dean's Order FF UHK No. 1/2020;
  - c) on what dates it will be possible to enrol on a particular distance platform to meet the examination and credit requirements, or on what dates the teacher will accept sending the required written work or the results of another study project to the given courses;
  - d) the dates in which the teacher will classify the achieved study results of the given courses.
- (2) The conditions for the completion of the course and its classification must not be in conflict with the conditions for compensation of teaching, which the teacher has given to students after the introduction of extraordinary measures pursuant to Dean's Order No. 1/2020. They must be based on the possibilities of compensated teaching and on the study support and materials provided by the teacher to compensate for the lessons. The teacher must not impose conditions for the successful passing of the exam or passing credit which cannot be carried out during extraordinary measures in the Czech Republic and at the University of Hradec Králové (e.g. foreign trips, activities in unavailable or closed institutions, etc.)
- (3) The teacher of a course is obliged to observe the conditions for completion and classification of courses pursuant to Article 4 of this Decree for the entire duration

of extraordinary measures. If the extraordinary measures are cancelled during the examination period of the summer semester of the academic year 2019/2020, the teacher is entitled to carry out the classification and completion of courses according to the conditions stated in the syllabus of courses established before the beginning of extraordinary measures (i.e. before 12th March 2020). However, this must be communicated by the teacher to the students enrolled in his / her courses at the latest on the day of the beginning of the examination period of the summer semester of the academic year 2019/2020 pursuant to No. 2 of this Decree. If the teacher fails to state this or states it after the first day of the examination period, the conditions set by the teacher for the completion and classification of the courses during the period of extraordinary measures remain valid for the duration of the examination period throughout the summer semester of the 2019/2020 academic year.

#### **Art. 5 - Responsibility for implementation**

- (1) The teacher of each course is responsible for the timely transmission of information to the students of his / her courses according to the wording of this Decree.
- (2) If more than one academic staff participates in the lessons, the course guarantor is responsible for providing the information to the students.
- (3) In the case of courses without direct teaching, the course guarantor is responsible for providing the information.
- (4) Heads of departments (heads of institutes, heads of departments and heads of FF UHK centres) are responsible for checking the observance of the duties of teachers at their workplace.

#### **Art. 6 - Other provisions**

- (1) This decree does not apply to courses of state final examinations, state rigorous examinations, state doctoral examinations, and courses of defence of graduate theses.
- (2) The schedule of the examination period of the summer semester of the academic year 2019/2020 at FF UHK is established by the wording of the Decree of the Rector of UHK No. 11/2020 of 24th April 2020.

This Decree shall enter into force and effect on the day of its signature and shall be valid until the termination of the emergency measures.

Mgr. Jan Prouza, Ph.D.  
Dean of FF UHK