

**Handling the Audio-visual Recordings of State Examinations, of Dissertation Defence Sessions or of Fulfilment of Other Study Obligations at the Faculty of Education of the University of Hradec Králové
(translation of Czech version: Směrnice děkana č. 1/2021)**

This Directive is issued on the basis of Article 2 of para 2 of the Rector's Decree No. 11/2021 - Handling the Audio-visual Recordings of State Examinations and Doctoral Thesis Defence Sessions or of Fulfilment of Other Study Obligations.

**Article 1
Introductory provisions**

1) This Directive supplements the Rector's Decree No. 11/2021 - Handling the Audio-visual Recordings of State Examinations and Doctoral Thesis Defence Sessions or of Fulfilment of Other Study Obligations. The Rector's Decree mentioned above sets the rules how to handle audio-visual recordings of state examinations and dissertation defence sessions which, referring to emergency measures announced under the crisis act or referring to extraordinary measures under a special act and referring to a decision made by the Ministry of Education, Youth and Sports, were permitted to be conducted while using the remote communication tools and methods without the public being present.

2) Furthermore, this Directive will be appropriately applied if a state examination or dissertation defence session is held or if other study obligations are being fulfilled while using the remote communication tools and methods in accordance with a decision made by the Chair of the Board of Examiners or by the Head of the Department pursuant to an internal regulation.

**Article 2
Creating of audio-visual recordings**

1) If the department / institute, pursuant to an internal regulation, allows a student to take a state exam, defend the dissertation or fulfil another study obligation using the remote communication tools without the student being physically present, the Board of Examiners are obliged to create an audio-visual recording of the public part of the state exam, the dissertation defence session or the process of fulfilling of another study obligation.

2) Before the examination, the department / institute will make an agreement with the student about the tool of the remote communication; and for case of potential technological difficulties, an agreement about the alternative tool of the remote communication will also be made (e.g. MS Teams, ZOOM, etc.).

3) The person responsible for securing and obtaining an audiovisual recording of the public part of the examination is the chair of the examination board.

Article 3
Archiving of audio-visual recordings

- 1) The department / institute that is responsible for the relevant part of the state examination, the dissertation defence session or the process of fulfilling other study obligations will hand the audio-visual recording over for archiving to the relevant administrative assistant not later than 5 days after the state examination, dissertation defence session or fulfilment of other obligations being finished.
- 2) The relevant administrative assistant of the Study Department will hand the audio-visual recording over to the authorized employee of the Study Department of the Faculty of Education. This employee will ensure storing of the audio-visual recording in the system intended for keeping of audio-visual recordings, and they will make an entry thereof in the electronic filing system Athena.
- 3) The method and format of keeping the audio-visual recording, including the way of making the entry in the electronic filing system, will be specified by the staff of the Registry of the UHK.
- 4) The audio-visual recording is archived for a 5-year-long period.

Article 4
Interim and final provisions

- 1) The audio-visual recording of a state examination and of a dissertation defence session created before the date on which this Directive comes to force shall be archived in the way specified in this Directive. The department / institute at which the examination was held shall hand the audio-visual recording of the examination over to the relevant administrative assistant of the Study Department of the Faculty of Education without undue delay. The administrative assistant of the Study Department will hand the audio-visual recording of the exam over to the authorized employee of the Study Department of the Faculty of Education for archiving.
- 2) This Directive shall come to force and effect on the date of being signed.

Hradec Králové, April 12th 2021

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