

Handling the Audiovisual Recordings of State Examination and Doctoral Thesis Defence Sessions or of Fulfilment of Other Study Obligations

Article 1

INTRODUCTORY PROVISIONS

1. Pursuant to Section 95c of Act No. 111/1998 Coll., on higher education institutions and on the amendments of and supplements to some other acts (the “Higher Education Act”), this Rector’s Decree sets rules for handling audiovisual recordings of state examination sessions created in the event that state examinations are permitted to be organized while using the remote communication tools and methods without the presence of the public on grounds of the emergency measures announced under the crisis act or of the imposition of an extraordinary measure under a special act and on the basis of a decision of the Ministry of Education, Youth and Sports.
2. This Rector’s Decree will further apply as appropriate where a state examination or doctoral thesis defence session is held or other study obligation is fulfilled while using the remote communication tools and methods on the basis of a decision of the Chair of the Board of Examiners or of the Head of the Department according to an internal regulation.

Article 2

CREATING AN AUDIOVISUAL RECORDING

1. If a state examination or doctoral thesis defence session is held or fulfilment of other study obligation takes place per Art. 1, Para. 2 of this Rector’s Decree while using the remote communication tools and methods without the student being present physically, the Board of Examiners is required to have an audiovisual recording created of the public or otherwise public part of the state

examination or doctoral thesis defence session or of the fulfilment of other study obligation.

2. The method of creating the audiovisual recording while using the remote communication tools and methods will be decided in the respective Dean's managing act, by the Chair of the Board of Examiners or by the Head of the Department.

Article 3

AUDIOVISUAL RECORDING ARCHIVING

1. The unit of the part of the university which ensures the relevant part of a state final examination or the defence of a higher-education qualification thesis or fulfilment of other study obligation will have the audiovisual recording handed over for archiving by the Study Department of the part which runs the study programme not later than 5 days of the state examination or doctoral thesis defence session or fulfilment of other study obligation. If an internal regulation or a managing act of the part imposes upon the unit of the part a duty to archive audiovisual recordings and to disclose them to the public administration bodies in exercising their powers, this duty is deemed to be fulfilled by handing over the audiovisual recording to the Study Department of the part which runs the study programme.
2. The Study Department of the part which runs the study programme and which organizes the state examination or doctoral thesis defence session or fulfilment of other study obligation will ensure storing the audiovisual recording in the system intended for keeping audiovisual recordings and will make an entry thereof in the electronic filing system Athena.
3. The method and format of keeping the audiovisual recording and the way of making the entry in the electronic filing system will be as instructed by a worker of the Registry of the UHK.
4. After being filed in the audiovisual recording filing system, audiovisual recordings will be archived for a period of 5 years.

Article 4

INTERIM AND FINAL PROVISIONS

1. Any audiovisual recordings created before this Rector's Decree coming to force will be archived using the methods set forth herein. The unit of the part of the

university which guarantees the relevant study programme within which the state examination was held will ensure handing over the audiovisual recording to the Study Department of the part which runs the study programme without undue delay for archiving.

2. This Rector's Decree comes to force and effect on the day of being signed.

In Hradec Králové, on 22 March 2021

prof. Ing. Kamil Kuča, Ph.D.

Rector of UHK



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