



| TUL Rector's Order No. 5 /2020 | | | | |
|---|---|------------------|--------------------|-----------|
| Title | Conditions for Teaching and Operation of TUL and its Units in Connection with the Crisis Situation Related to the Spread of COVID-19 | | | |
| | Name | Function | Date | Signature |
| Guarantor: | Assoc. prof. RNDr. Miroslav Brzezina | Rector | 8/4/2020 | |
| Responsible person : | Ing. Aleš Kocourek, Ph.D. | Vice-Rector | 8/4/2020 | |
| Legal check : | Mgr. Tereza Stejskalová | Lawyer | 8/4/2020 | |
| Review : | 01 | Effective from: | publication | |
| File character : | A I 21 | Appraisal symbol | A 5 | |
| JID | TUL-00437653 | 11/08 | TUL-20/9200/014263 | |

Article 1 Subject Matter and Purpose

- (1) Based on the extraordinary measures adopted by the Government of the Czech Republic, in accordance with the Extraordinary Measure of the Ministry of Health File no. MZDR 10676/2020-1 / MIN / KAN as of 10 March 2020, which prohibited the personal presence of students in higher education according to Act No. 111/1998 Coll., on Higher Education Institutions, as amended, the Rector's Measure of the Technical University of Liberec (hereinafter referred to as "TUL") as of 10 March 2020 and TUL Rector's Order No. 2/2020 of 12 March 2020, the form of instruction, operation and working hours of TUL employees are being adjusted until further notice. TUL's aim is to protect students and employees and, at the same time, even in emergency mode, to enable proper completion of studies of final year students and fulfilment of all study obligations of other students.

Article 2 Academic and Scientific Staff

- (1) The place of work of academic and scientific staff is the responsibility of their direct superiors.
- (2) Courses guarantors, after consultation with individual teachers, are obliged without undue delay to contact students by e-mail and inform them of the next steps concerning distant teaching using standard tools supported by TUL secure and legal information systems, i.e. first and foremost the e-learning portal <https://elearning.tul.cz/> (or <https://elearning.fp.tul.cz/>) and other tools recommended for distance instruction within TUL listed at: https://liane.tul.cz/cz/Distanční_výuka.
- (3) The basic means of communication to which both teachers and students are required to react without delay, in time comparable to normal state of matters, is the university e-mail (name.surname@tul.cz).



- (4) The specific way of assigning tasks to students and the way of communication with students is the responsibility of the course guarantor or teacher. The agreed assignments and tasks and deadlines for their submission, especially those listed on the e-learning portal <https://elearning.tul.cz/> (or <https://elearning.fp.tul.cz/>), are binding for the students. The students are obliged to visit the e-learning portal regularly for this purpose.
- (5) Teaching in individual subjects takes place within the time frame set by Calendar of the Academic Year 2019/2020. Any revision of this schedule will be communicated to all TUL academic and scientific staff well in advance.
- (6) Guarantors and teachers will primarily schedule direct on-line instruction according to the valid schedule, i.e. on the days and hours set at the beginning of this semester and published in the TUL information system (<https://stag.tul.cz/portal/>, hereinafter referred to as IS STAG). Consultation and teaching beyond the timetable set out in IS STAG can only be implemented outside the times designated here, so as to avoid collisions with other teachers.
- (7) Further instructions may be sent to academic and scientific staff by the faculty leadership by e-mail, depending on the development of the situation. In this sense, all employees are obliged to monitor and respond to university e-mails without undue delay.

Article 3

Teaching and Students

- (1) The students' personal presence in TUL buildings and other premises of TUL units in connection with their studies is currently prohibited until further notice. Study administration will be handled exclusively electronically or by post.
- (2) Contact teaching is not permitted either in TUL premises or outside of them. Teaching, including consultations of studios, seminar papers, final theses, etc. shall take place exclusively by means of remote electronic communication according to the instructions set by the subject guarantor and in agreement with the teacher.
- (3) Students are required to read and respond to e-mails sent to their university e-mail address (name.surname@tul.cz), to follow their teachers' instructions and respect the chosen means of distance communication. If the communication with the teacher is not functional, or if the student does not receive instructions from his/her teacher, he/she must inform the head of the relevant department and the Vice-Dean for Pedagogical Activities of the relevant faculty via e-mail without undue delay. As a last resort, the student can contact the Vice Rector for Education and Internal Legislation at the e-mail address studium@tul.cz.
- (4) Teaching in individual subjects takes place within the time frame set by the Calendar of the Academic Year 2019/2020. All students will be informed about any revisions of this schedule well in advance.



- (5) Unless the subject guarantor or the teacher sets otherwise, direct online teaching is held according to the valid schedule of instruction, i.e. the dates and times specified at the beginning of the term, and published in IS STAG. The assignments of tasks to be carried out at home and the deadlines for their submission, especially those listed on the e-learning portal <https://elearning.tul.cz/> (or <https://elearning.fp.tul.cz/>), are binding for students. The students have the obligation to check the e-learning portal for this purpose on a regular basis.
- (6) The due date for granting credits is at the end of the course, even if it is necessary to submit semester or other work in a distance form.
- (7) The timetable for processing and submission of final theses and the timetable for the state final examinations remains valid. Any new instructions for submitting the final theses will be published in advance by a separate regulation and students will be informed about them by e-mail.
- (8) Students at mobilities abroad (both in the Czech Republic and abroad) are recommended to return to their home institutions. Students who return from a study stay abroad to the Technical University of Liberec will be treated in the same way as regular students. TUL's aim is to enable all students to complete a semester in a proper manner and all students are bound by the instructions specified in this Rector's Order.
- (9) Irrespective of the state of emergency and extraordinary measures by the Government and the Ministry of Health, teaching shall be governed by valid TUL Study and Examination Regulations, the Calendar of the Academic Year 2019/2020 and the directives and the Orders of the Deans of the relevant faculties.

Article 4

Study Departments and Other Non-Academic Departments

- (1) Each study department must set its office hours which are simultaneously published on the website of the relevant faculty.
- (2) The office hours are used to deal with telephone calls, e-mails and correspondence sent through the mail.
- (3) The direct superior may allow non-academic workers to work from home (the so-called home-office), taking into account their family situation, if the nature and scope of work of the particular worker so permits. Working from home may not in any case disrupt ongoing and continuous solving of urgent work and operational tasks and the smooth running of the department.
- (4) If an employee is allowed to work from home, the so-called home-office, he is obliged to respond to e-mail communication without undue delay .



Article 5
Institutional Measures

- (5) Collective bodies of the University and its units shall act as necessary without limitation taking into account the current situation. If the character of negotiations allows, it is recommended to use teleconferencing or other means of remote communication and voting per rollam to the maximum extent possible.

Article 6
Final Provisions

- (1) Other matters are governed by TUL Rector's Order No. 2/2020.
- (2) This Rector's Order shall enter into force and effect on the day of its publication.
- (3) This Rector's Order is valid until further notice.

