CHARLES UNIVERSITY

INFORMATION FOR THE FACULTIES AND UNITS AS AT 14 SEPTEMBER 2020

General recommendations for the management of the faculties and units

- Maintain in-person instruction provided that there are no reasons (see FAQ document) for switching over to hybrid or remote instruction.
- Carefully consider whether to organize lectures with more than 100 students present (should the situation worsen, over 50 persons) – according to the options available, lectures could be streamed, recorded, etc.; a key concern is organizing in-person instruction for practical, laboratory, clinical seminars, etc.
- Establish a permanent "crisis team" at the faculty, if not already done at the faculty.
- Continuously update the information channel for sharing information with students and employees (as a rule, one dedicated place on the faculty's web pages in order to prevent the fragmentation of information).
- Use as much as possible the option of remote meetings for the faculty's bodies.
- Minimize the circulation of analogue documents and use ESSS for circulating digital documents.
- If possible, record the presence of people in the faculty (entry using ISIC cards, visitor registration, etc.).
- We recommend limiting the number of people entering the university premises to people connected with teaching and management of the faculty/unit; carefully consider organizing in-person educational and other events where a larger number of people is expected and which could be organized remotely or at another date in the future.
- Consider making hygiene measures more strict in the faculty premises (more frequent cleaning, disinfection, ventilation).

General rules

- Remote instruction is possible only in cases where objective external circumstances do not allow implementation of a study programme in accordance with the granted accreditation (external circumstances are, for example, restricting the attendance of students in a course, inability to carry out practical training, teaching in risk groups, etc.).
- The dean decides on introducing the option of remote learning at the faculty.
- The guarantor of a course decides on introducing remote learning for a specific course following consultation with study programme guarantor.
- The study programme guarantor decides which courses (or parts thereof) can be fully implemented via remote learning in the case of objective external circumstances preventing in-person instruction; for courses where remote learning is not possible (e.g. laboratory work, special workplaces), the faculty

ensures that the student will be able to fulfil the requirement until the end of the academic year.

- Use appropriate tools for remote learning (contacts: Centre for the Support of E-learning, https://dl.cuni.cz, moodle-help@ruk.cuni.cz, e-learning@ruk.cuni.cz), including methods that allow students to communicate with the instructors and allow instructors to provide students with feedback.
- Ensure equal terms and conditions for students when taking exams (including state final exams).
- Students must be thoroughly and promptly informed about the conditions and processes for state final exams.
- Monitor and regularly assess remote learning (from the perspective of the students and instructors).
- With respect to the requirement of the National Accreditation Bureau to report the scope of remote learning, study programme guarantors must inform the Rector's Office of implementing instruction. The guarantor will be asked to provide information via a brief questionnaire in the student information system. The provided information will serve as a basis for informing the National Accreditation Bureau, which will be the responsibility of the Department for the Quality of Education and Accreditation at the Rector's Office.

Recommendations for instruction

- In accordance with the document "Hybrid Autumn" (as at 21 August 2020, also for information in an attachment to this message), we recommend preparing a strategy for securing instruction in the specific study programmes, provided it is necessary to restrict the size of study groups (if it is not possible to instruct at the same time groups over 100 students/approx. over 20 students/if instruction is fully remote). Also consider the substitutability of instructors.
- If possible, we recommend dividing instruction into smaller groups, to stabilize their structure, and to restrict their contact with other groups (which also applies to lifelong learning).
- Implement remote learning for international students; keep in mind that that there are also students in Czech programmes who could have problems attending in-person instruction (people in risk categories, foreign nationals in Czech programmes).
- Carefully fill in all changes for courses in SIS, including information on the form of instruction and the form of verifying knowledge, course objectives (what knowledge, skills and competencies students acquire by completing a specific course), and study aids.
- Create a contact point/helpdesk for remote learning (for students and instructors).
- Use remote learning, especially for lectures with a large number of students.

Recommendations for the guarantors of study programmes

- Select a primary platform for the study programme with sufficient technical and personnel support.
- Identify courses that cannot be held remotely so that students acquire sufficient knowledge or skills corresponding to the profile of the graduate.
- In particular, practical training courses must be identified, the scope and nature of which are defined by the requirements for the relevant regulated profession, for the preparation of which the specific study programme is intended. If the nature of the practical training allows it, we recommend trying to implement it remotely (e.g. using video recordings, etc.) or individually (instead of group training). If, due to external circumstances, it is not possible to carry out the practical training in the required scope, the guarantor will inform the Department for the Quality of Education and Accreditation at the Rector's Office about these circumstances, which will ensure possible cooperation with the relevant regulatory body regarding possible modifications to the requirements.
- Ensure timely and sufficient communication with instructors and the timely training of instructors.
- Support cooperation with the Centre for the Support of E-learning at the university and faculty level; ensure the selection of an appropriate platform for remote learning.
- Take into account the results of surveys relating to remote learning in the summer semester; take into account feedback from students and colleagues.
- Support instructors in further education with a focus on distance and hybrid instruction (e.g. the Educational Portal of Charles University).
- Use platforms for sharing teaching materials (Moodle/SharePoint/cloud).
- When switching over to distance/hybrid instruction, minimize the changes to the schedule and especially ensure that there are no overlaps in instruction.
- Ensure the appropriate distribution of the student workload (must still correspond to the credit assessment of the course).

Recommendations for instructors

- Timely and sufficiently inform students (about the form of instruction, terms for completing the course).
- Ensure the high quality of study materials (content, methodology, and design) and ensure that instructions are comprehensible.
- Maintain a level of interaction according to the type of instruction (lectures, seminars, laboratory training).

role of students		IN-PERSON	DISTANCE/ON-LINE
	ACTIVE	e.g. seminars (discussion), practical instruction (in laboratories, terrain, etc.), professional internships	Webinars (discussion), consultation, interactive application (quality)
	PASSIVE	Especially lectures	Video lectures, self-study, e-learning
form			

(source: Ministry of Education, Youth and Sports)

- Ensure an adequate student workload (none of the courses in their remote form should dramatically increase the difficulty).
- Ensure the provision of carefully selected and commented sources and precisely formulated tasks.
- Establish an appropriate method of communication with students and among students (MS Teams group, discussion forum in Moodle).
- Post your office hours on-line (e.g. at a specific time, be present in the virtual space of the platform).
- In cooperation with colleagues, consider adjusting the appropriate assessment of students
- Take care of students who do not have equipment for e-learning or who have health, personal, or work problems.
- Get inspired, continue to educate yourself, and do not be afraid to ask for advice (technical or methodological).

Academic ceremonies

- Matriculation – we recommend not holding matriculation ceremonies. If student matriculation ceremonies are cancelled, students must sign the matriculation oath at the faculty. In the event of cancelling a matriculation ceremony, please inform the Organizational Office at the Rector's Office.
- Graduation – During graduation ceremonies, current measures relating to restrictions in the number of people present and the obligation to wear masks or other personal protective equipment must be respected. Updated information will always be provided by Mgr. Markéta Sedlmayerová from the Organizational Office at the Rector's Office (marketa.sedlmayerova@ruk.cuni.cz).

Organizing state final examinations

State final exams may be organized remotely with the consent of the dean, in accordance with Act no. 188/2020 Sb. only if there are objective external circumstances that do not allow exams to be held in person (e.g. for students who are foreign nationals). Thus,

organizing state final exams remotely is exceptional and unique. The Department for the Quality of Education and Accreditation at the Rector's Office must be informed of the remote organization of a state exam as a part of providing information for the purpose of collecting data for the National Accreditation Bureau, to which the guarantors will be invited.

The schedule for the 2020/2021 academic year could be modified in relation to the hygiene measures restricting instruction.

Additional information relating to the methodological guideline of the National Accreditation Bureau on the use of remote learning tools for in-person and hybrid forms of study during the 2020/2021 academic year (as at 14 September 2020)

Objective external circumstances according to the methodological guideline may occur, among other things, due to the deteriorating epidemiological situation. In such a case, the university assesses the degree of risk of contact instruction (i.e. instruction based on the physical presence of students) in specific courses and decides individually whether a course or part thereof will be taught in a contactless manner. During the assessment, it takes into account, for example, the size of the study group, the form of instruction (whether it is a lecture, training, seminar, or other form of instruction), and the year of study. Widespread disruption of contact teaching, which will not be enforced by a decision of the relevant hygienic station, the Ministry of Health or the government on the closure of a specific workplace/faculty/university, is inadmissible.