

Dean's Regulation No. 3/2021

CONDITIONS AND METHODOLOGICAL RECOMMENDATIONS FOR TEACHING IN THE WINTER SEMESTER OF THE ACADEMIC YEAR 2021/2022 AT THE FACULTY OF ENVIRONMENTAL SCIENCES CZU IN PRAGUE

1. Introduction

This Regulation of the Dean of the Faculty of Environmental Sciences is issued in accordance with the Methodical Guideline of the Vice-Rector for Education on the Course of Teaching in the Winter Semester of the Academic Year 2021/2022 (<https://aktualne.czu.cz/en>) and other CZU internal regulations, especially the valid CZU regulations on coronavirus (<https://aktualne.czu.cz/cs/r-17005-platna-narizeni>). No detailed conditions for proving non-existence of disease symptoms for students have been set for teaching, and they currently apply only to participation in academic ceremonies.

2. Teaching Conditions

2.1. Conditions for teaching are stipulated by the state administration. The basic requirement for teaching remains to ensure pedagogical activities in the required quality and range. The basic goal and priority of the FES is to maintain, as far as possible, standard teaching in terms of its form and content, and in accordance with the accredited form of the particular study program.

2.2. In the winter semester 2021/2022, a hybrid-teaching model will be applied, based on a combination of contact (face-to-face) and distance learning using e-learning tools and methods.

3. Practical Sessions (Exercises)

3.1. Teaching of practical sessions will take place only in a contact (face-to-face) form in the FES classrooms according to the valid schedule in the UIS;

3.2. The teacher is obliged to provide students with sufficient information for the exercises (organization of exercises, conditions for obtaining credits, attendance

check, etc.) and study support materials. The course teacher will ensure that the e-learning materials (e.g. study materials, instructional videos, etc.) are available to students in a timely manner, especially via the LMS Moodle.

4. Lectures

4.1. If there are more than 50 students enrolled in a course, teaching will take place mainly online, using the MS Teams. A teacher is to record the lecture in case it has not been recorded earlier or should he/she want to update the recording. In such a case, the teacher can broadcast the lecture either from the classroom set up in the schedule, or alternatively from their office.

4.2. The teacher will offer a sufficient number of face-to-face consultations to students.

4.3. If the number of students enrolled in a course does not exceed 50, lectures will take place in a standard (contact) form in the classroom according to the schedule.

4.4. The teacher is obliged to provide students with sufficient materials to study. The teacher is to provide the materials for e-learning (e.g. study materials, instructional videos, etc.) to students in a timely manner, especially via the LMS Moodle.

5. Teaching in Combined Study Programs

5.1. Lectures are to take place mainly online. Furthermore, the teacher shall proceed according to the instructions mentioned in Articles 4.1., 4.2., and 4.4.

5.2. Teaching in practical exercises (sessions) will take place only face-to-face according to the Article 3.

6. Recording and GDPR

6.1. When using the MS Teams, the recording notification will appear immediately when it is turned on.

6.1.1. Lectures / practical sessions

- A public event; I recommend only internal (within the course) sharing of recordings;
- I recommend having the camera focused only on the teacher;

- I recommend not dealing with students' personal issues during the recorded teaching session.

6.1.2. Exams

- I recommend individual approach to students; no recording;
- Unfortunately, there is no support in the legislation concerning this issue, the legitimate interest is difficult to justify in the context of practical implementation;
- In exceptional cases, it is possible to obtain students' consent prior to the recording, but such a consent can be revoked at any time, i.e. immediately after the exam, which then makes the recording invalid;
- In case of students' complaints or a suspicion of fraud, the CZU Study and Examination Regulations can be applied, e.g. the right to be examined before a commission or a disciplinary commission. (In such a case, please consult the Vice-Dean for Teaching and Learning).
- In case of further questions, please contact: Ing. Jan Borák, Ph.D., Director of the Security Department, e-mail: borak@rektorat.czu.cz, 224 38 4023, 776 251 616

7. Technical and Software Support

7.1. According to the Dean's Regulation No. 6/2020, teachers must use CZU supported e-learning platforms, i.e. for online broadcasting and recording of MS Teams lessons, for providing and storage of study support materials (i.e. information for students, video recordings of lectures, other materials), for evaluation of seminar papers, and the LMS Moodle for online testing. The basic IT service is provided by technicians of the Centre for Audio-visual Support ([CAVP - EN - ČZU v Praze \(czu.cz\)](http://CAVP-EN-ČZU.v.Praze.czu.cz)), and by Ing. Kateřina Machová (kmachova@oikt.czu.cz) for the LMS Moodle;

- Attached to this Dean's Regulation is a technical support manual for classrooms (instructions for working with the MS Teams app installed on the computers, using headphones, microphones, etc.).
- Recordings of lectures in the MS Teams (currently on OneDrive for Business):
 - o The recording is now saved directly on the MS Teams and then it is possible to get a link to the recording, which the teacher primarily saves on the subject Moodle page (you need to add activities or study materials, then copy the link). The link can also be shared with external users (for a brief description, see the attached photo).

o A recording folder is automatically created for everyone who started the recording (was entitled to do so). The person who sets up the recording automatically obtains editing rights and the students present at the session can only browse through the materials. When recording a MS Teams team meeting, the recording is saved on the Teams SharePoint, and a folder with the recording is created in the channel where the meeting took place. All team members have automatic access to the recording. In general, all team members have the right to edit the materials. This can be restricted by setting restricted rights on the particular channel folder.

- Setting up teams on the MS Teams and the process schedule:
 - o **From 20th till 22nd September** – a possibility of setting teams specifications in the MS Teams (e.g. creating only one team for one lecture for students of several study programs) at <https://intranet.czu.cz> (an icon "Creating MS Teams" in the upper part of the website);
 - o **From 23rd till 24th September** - The OIKT creates teams for lectures according to the current schedule (teams cannot be established earlier due to the substitute enrolment date for students, which is on 20th September);
 - o **From 24th till 26th September** (expected) - teachers have the opportunity to check the established teams and make requests primarily to the OIKT Helpdesk (<https://www.oikt.czu.cz/cs/r-12085-kontakt>), or to Ing. Jakub Martinisko (<http://wp.czu.cz/en/index.php/?r=1071&mp=person.info&idClovek=14496>);
 - o **On 27th September** the winter semester and teaching begin.

8. Communication

8.1. Informing teachers and students - these instructions are used for informing teachers; students will be informed about teaching conditions in a separate email.

8.2. Information on the form of teaching - the course guarantor is obliged to inform students about the form of teaching (whether it will be only online or in a contact form) no later than in the beginning of teaching in the semester, i.e. **by September 26, 2021**.

8.3. Detailed information on courses - the course guarantor will provide detailed information on the course tuition, conditions for obtaining credits and passing exams no later than in the first week of teaching, i.e. **as of 27 September 2021**.

8.4. Questions and comments

- In case of questions concerning the administrative agenda of the Study Administration Office, please contact the Head of the Study Administration Office, Ing. Renata Beránková;
- In case of more complex questions, please contact the Vice-Dean for Teaching and Learning as. prof. Jan Skaloš, Ph.D.;
- In case of other questions, it is possible to contact the Study Counsellor Klára the Donkelaar, MA ([Counselling for Students - Faculty of Environmental Sciences CZU Prague](#)).

9. Conclusion


This Regulation is based on the current conditions for teaching as stipulated by current legislation. If there is a change, the FES Study Administration Office will update this methodological regulation and will inform the teachers and students immediately.

prof. RNDr. Vladimír Bejček, CSc.

Dean

Date 16 -09- 2021

Signature:



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