
Conditions and methodological recommendations for teaching in the winter semester for the academic year 2021/2022 at the Faculty of Economics and Management of the ČZU Prague

This Dean's Regulation is issued in accordance with the Methodological Instruction of the Vice-Rector for Pedagogical Activities on the course of teaching in the winter semester of the academic year 2021/2022 (<https://aktualne.czu.cz/>) and with other internal regulations of the ČZU, in particular with the valid regulations of the ČZU on coronavirus (<https://aktualne.czu.cz/sc/r-17005-platna-narizeni>).

1) Conditions of teaching

- a) Teaching is governed by the conditions set by the state administration. The basic requirement remains to ensure that teaching activities are carried out in their entirety and to the necessary quality, while minimising health risks. The basic aim and priority of FEM is to maintain, as far as possible, a standard teaching in terms of form and content, in accordance with the accredited form of the study programme.
- b) In the winter semester 2021/2022 a hybrid model of teaching will be applied, which is based on an appropriate combination of contact and distance learning with the use of e-learning tools and methods.

2) Teaching for full-time students

Lectures

- a) In the event that the number of students enrolled in a given lecture does not exceed 60, lectures are held in a standard contact manner in the classroom according to the timetable.
- b) If the number of students enrolled in a given lecture exceeds 60, the course will be taught online (MS Teams). The lecturer can lecture at the actual time, both from the classroom according to the timetable and from his/her office. In this case, the lecturer will record the lecture and place it in LMS Moodle. Alternatively, he/she can use a pre-recorded lecture, which he/she puts into MS Teams and then into the corresponding course outline in LMS Moodle. In this case, a consultation will be available to students at the time of the lecture.
- c) The instructor is obliged to provide students with sufficient materials for study. The teacher shall make e-learning materials (e.g. study materials, instructional videos) available to students in a timely manner, especially on LMS Moodle.

Seminars

- a) Teaching within the exercise will be conducted in a contact manner in classrooms according to the currently valid timetable in the University Information System (UIS).
- b) The instructor is obliged to provide students with sufficient basic information on the exercise (organisation of the exercise, conditions for obtaining credit, checking attendance) and materials for study. The teacher shall make the e-learning materials (e.g. study materials, instructional videos) available to students in a timely manner, especially on LMS Moodle.

3) Teaching for Combined Studies Students - Consultation Centres

Lectures

The lectures (8 teaching hours) are conducted online using MS Teams. In this case, the lecturer can use previously recorded lectures, which he/she inserts into MS Teams and subsequently into the corresponding course outline in Moodle (in this case, the lecture range must be appropriate for full-time study), or he/she can lecture at the actual time, both from the classroom according to the schedule and from his/her office. In this case, the lecturer will record the lecture and place it in LMS Moodle.

Seminars

Teaching within the seminars will be conducted in a contact manner in classrooms according to the currently valid timetable in the University Information System (UIS) for the given centre (8 teaching hours). The instructor will inform the students and the person in charge at the relevant Consultation Centre in advance which day (out of the two defined by the timetable) the contact teaching will take place.

4) Teaching for students of combined studies - Prague

Lectures

Lectures will be delivered online using MS Teams. In this case, the lecturer can use lectures already recorded in the past, which will be inserted into MS Teams and subsequently into the relevant course outline in Moodle (in this case, the lectures must be of a scope corresponding to full-time study), or he/she can update the lectures.

Seminars

Teaching within the seminar will be conducted in a contact manner in classrooms according to the currently valid timetable in the University Information System (UIS), however, students will be divided by the teacher into two similarly sized groups (e.g. alphabetically, in the case of lectures for several disciplines according to the field of study or other key) and each group will complete 8 teaching hours. The lecturer will inform the students in advance, according to the dividing key, when exactly their lessons will take place. The teacher will therefore use all 16 teaching hours allocated by the timetable for teaching both groups.

5) Technical and software support

The teacher is obliged to use e-learning platforms supported by ČZU within e-learning. Teams in MS Teams are created by the teacher via <http://intranet.czu.cz> (link Creating MS Teams on the homepage).

6) Conclusion

This guideline is based on the current conditions for teaching given by current legislation. If these regulations change, they will be updated in the guideline and the FEM Study Department will inform teachers and students immediately.

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Dean of FEM

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