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Article 1
INTRODUCTORY PROVISIONS

- (1) Rector of Tomas Bata University in Zlín (hereinafter referred to as “TBU Rector”) has issued this Decree for the purpose of implementation of classes in case of the imposition of limitative measures by the relevant public sector administration authorities, due to which it will not be possible to carry out classes in a standard manner (hereinafter referred to as “measures”).
- (2) If the term “Dean” is used in this Decree, it refers to the head of the University department in case of degree programmes carried out directly by TBU in collaboration with the University department.
- (3) For the purpose of this Decree, the term “Faculty” refers to the relevant University department in case of degree programmes carried out directly by TBU in collaboration with the University department.

Article 2
IMPLEMENTATION OF THE TEACHING PROCESS

- (1) Deans shall submit the list of course units to the Vice-Rector for Pedagogical Activities, including a specification of the teaching method (type of timetable event) where the implementation of online learning (distance learning) is technologically impossible. The deadline for the submission of the list is no later than 1 month before the start of classes.
- (2) In the event that a regulation has been announced in order to restrict the number of persons attending classes, the Faculties are obliged to immediately start implementing online learning, and that by using the Microsoft Teams tool (hereinafter referred to as “MS Teams”), unless below specified otherwise, in the period of time as scheduled in the IS/STAG system. The Faculties are obliged to take the applicability of the regulation announced as well as the number of students attending the timetable event into consideration so as to avoid cancellation of classes/implementation of classes in another

manner than that determined in the accreditation or, where applicable, in the course unit information sheet in the IS/STAG system to the maximum extent possible.

- (3) Teaching in course units according to the list specified under Paragraph 1 shall be implemented in the manner specified in the course unit information sheet; concurrently, the regulation announced must be observed, and that as specified below:
 - a) In the event that the number of students allowed to be present in a lecture room is restricted, classes must be held depending on the number of students registered for the timetable event in the IS/STAG system. Should the number of registered students be higher than the maximum number of persons allowed to be present in the lecture room determined in the regulation announced, the following procedure shall be followed:
 - i) If it is efficient and economical, it is allowable to increase the number of timetable events to no more than a double of the number previously planned, with a possible reduction of the duration of the timetable events to a half,
 - ii) Implement classes in time blocks except for the teaching period of the relevant semester, however, not during Christmas holiday, holidays and on Sundays.
 - b) Classes implemented in the form of excursion, specialized internship, workshop may be substituted with another form according to the decision issued by the course unit guarantor, taking into consideration the measures announced, which are connected to this manner of provision of classes. After the measures cease to be valid it is advisable to schedule classes in time blocks.
 - c) Specialized internships comprised in the accreditation and in the curriculum in the determined number of lessons shall take place in accordance with the regulations announced and concerning the person who acts as the supervisor of the internship, or, where appropriate, the student shall re-enrol on the internship in the next academic year without being sanctioned.

Article 3

MANNER OF IMPLEMENTATION OF CLASSES BY MEANS OF MS TEAMS

- (1) The person authorized by the guarantor of the selected course unit (hereinafter referred to as “authorized person”) is obliged to create a team in the MS Teams where students are added as members of the team who have registered for the corresponding selected course unit. The guarantor of the selected course unit, the guarantor of the degree programme/degree course and the relevant Vice-Dean are always added as members of the team. If the relevant Vice-Rector wants to join a team in the MS Teams, the authorized person is obliged to accept him/her as a member of the team.
- (2) Classes organized using the MS Teams are held in the same period of time as scheduled in the IS/STAG system; if any changes are made to the timetable, students must be informed in advance, class times clashing with other classes are not allowed. Classes organized using the MS Teams may be held between 08:00 and 20:00 any day except for Sundays.
- (3) The duration of a lecture held as scheduled in a timetable in the MS Teams must take no less than 2/3 of the scheduled period.
- (4) Topics of lectures in the MS Teams shall be in accordance with the course unit information sheet included in the IS/STAG system.
- (5) If classes are held in real time, i.e. during the so-called online transmission, the teacher is obliged to offer students a space for discussion. A teacher may make a record of his/her

class using the MS Teams.

- (6) If classes are not held in real time – i.e. by offering pre-recorded video classes, students must be enabled to be given tutorials during a particular period of time specified in advance.
- (7) The guarantor of the selected course unit is responsible for the result of this teaching process, i.e. students must, in this manner, gain the required level of proficiency, knowledge and experience. If this goal cannot be achieved, the guarantor of the selected course unit shall adopt such measures (e.g. extra learning activities aimed at the completion of the course unit, provision of other study-related materials) as to enable the same result to be achieved as if classes were held in the standard manner.
- (8) The guarantor of the selected course unit (if a different person than the teacher) and the guarantor of the degree programme/degree course are required to monitor the quality of classes organized in such a manner, and that by auditing each selected course unit. The guarantor of the course unit shall make a record of the audit.

Article 4 SCHEDULING OF CLASSES

- (1) When scheduling classes, it is advisable to:
 - a) Avoid scheduling classes with monitored attendance and non-monitored attendance on the same day – e.g. lectures and laboratory practical classes/seminars/studio work.
 - b) In case of part-time mode of study, avoid scheduling classes with monitored attendance and non-monitored attendance within one two-day teaching unit (Friday and the following Saturday) – e.g. lectures and laboratory practical classes/seminars/studio work.
 - c) In case of various timetable events where there is the same number of students registered and, at the same time, the number of students is equal to 12 or less (the same pre-enrolment group), schedule classes to take place during a time block.
 - d) Schedule timetable events of a mass character (lectures scheduled to be attended by more than 100 persons) to take place on the same day/during the same time block.
 - e) Complete in the grey version of the IS STAG system information about the attendance capacity at the given timetable event (e.g. a seminar with the capacity of attendance of a maximum of 24 students; practical class with the capacity of attendance of 10 persons in the type of room – laboratory, etc.).
 - f) Enable part-time students to follow lectures implemented in the form of distance learning by means of MS Teams intended for full-time students and vice versa.

Article 5 FINAL PROVISIONS

- (1) This Decree shall be appropriately applied during the summer semester 2019/2020 in accordance with the decision issued by the Dean of the relevant component part.
- (2) This Decree abrogates the Rector's Decree No. RR/12/2020.