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Name:	Temporary Suspension of Classes at Faculty of Applied Informatics, Tomas Bata University in Zlín
Organizational relevance:	The Faculty of Applied Informatics, Tomas Bata University in Zlín
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Issued by:	Assoc. Prof. Mgr. Milan Adámek, Ph.D., Dean, FAI
Prepared by:	Vice Dean for Bachelor's and Master's Degree Studies Vice Dean for International Affairs and Promotion
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Signatures of authorised persons:	Assoc. Prof. Mgr. Milan Adámek, Ph.D., Dean, m. p.

Article 1 Introductory Provisions

This Dean's Decision supplements the actual Rector's Decree Temporary Suspension of Classes at Tomas Bata University in Zlín and concerns all levels of study, i.e., **Bachelor's, Master's and Doctoral and both forms of education – full-time and part-time form** at the Faculty of Applied Informatics (FAI). This decision is also applied to all international students studying or practicing short-term stays at the FAI.

Article 2 Suspension of Classes

In connection with Part Two, Article 2 of the Rector's Decision 7/2020, the Faculty of Applied Informatics provides for self-study through LMS Moodle (moodle.utb.cz) or University e-mail as follows:

- Teachers assign to students the materials for self-study and assignments for exercises and seminars for the following week at the latest by Friday of the previous week.
- These materials and instructions are communicated with students via LMS Moodle or university e-mail.
- Teachers are obliged to provide students possibilities of electronic consultation via e-mail, LMS Moodle, telephone, or another electronic form of communication.
- Students are obliged to check LMS Moodle, university e-mail, and TBU and FAI websites for a temporary limitation of the course, where they will receive information about the actual situation.
- Teachers will make do most of the classes on - line instruction in accordance with the schedule for Summer Term 2019/20. They will use the Microsoft Teams communication environment or other available tool for this form of teaching.

This decision also cancels:

- All examinations on FAI.
- Consultation hours of academic staff. These consultations can be carried out only electronically – by telephone, e-mail or Microsoft Teams, Skype etc.
- Control days of Bachelor and Master theses.

- Students' work in laboratories for the purpose of elaboration of theses and project tasks, excluding students in final years of study.
- Support centers at FAI.
- Operation of the Study room at FAI.

Article 3

Personal Presence of Students at Lessons and Exams

- (1) Pursuant to the Emergency Measure of the Ministry of Health of 15 April 2020 issued to protect the population and prevent the risk of the occurrence and spread of COVID-19 (hereinafter referred to as the “Emergency Measure”), the Dean of the FAI prohibits the personal presence of students.
- (2) **Exception is allowed for students of final years of bachelor and follow-up master's studies.** These students are allowed personal presence only for the following purposes:
 - Consultation with up to 5 students.
 - Laboratory measurements, completion of experimental projects, especially in connection with the implementation of final theses in the presence of at most 5 students.
- (3) Students of doctoral study programs are allowed to be personally present for the following purpose:
 - Consultation with up to 5 students.
 - Laboratory measurements, completion of experimental projects mainly in connection with the implementation of dissertations in the presence of at most 5 students.
 - Participation in exams in subjects prescribed by the curriculum.

Article 4

Conditions for Students of Final Years

- (1) Students of final years of bachelor, follow-up master's and doctoral studies may participate in the forms of teaching according to Article 3, provided that the following conditions are met:
 - They are free of acute health problems corresponding to a viral infectious disease (eg fever, cough, shortness of breath, sudden loss of taste and smell, etc.).
 - At the entrance to the consultation/examination room or laboratory, they perform hand disinfection, with the room/laboratory equipped with the disinfectant.
 - They do not have quarantine measures at any given time.
 - Provide a written Declaration of honour on absence of symptoms of a viral infectious disease within the previous two weeks. This written Declaration must be made every day by the students' participation in the forms of instruction referred to in Article 3 and handed over to the teacher who allowed the students to enter the building and to teach with them.
- (2) Students must have agreed in advance with the FAI teacher activities that they wish to conduct in FAI buildings. The teacher shall then allow them to enter the building for the sole purpose of carrying out the activities referred to in Article 3, under the supervision of the student. The teacher must make a Record of the student's presence at the workplace and submit it to the relevant secretariat together with the signed student Declaration. A model of the Declaration and Record of presence at the workplace is attached to this Dean's decree.
- (3) Both students and teachers consistently use respiratory protective equipment (nose, mouth) and hand disinfection at the entrance to the consultation/examination room or laboratory while present in FAI buildings.

- (4) Consultations of students of final years of bachelor's and follow-up master's degree programs may be held exclusively in rooms U51/118 and U51/119, which will be equipped for this purpose with disinfectants, paper towels and waste bins. Cleaning and refilling of disinfectants will be provided by the building manager.
- (5) Consultations and examinations of doctoral study students may take place exclusively in room U54/110, which will be equipped with disinfectants, paper towels and waste bins for this purpose. Cleaning and refilling of disinfectants will be provided by the building manager.
- (6) Measurements will be carried out exclusively in laboratories, which will be announced in advance by the supervisors of bachelor and diploma theses. These laboratories will also be equipped with disinfectants, paper towels and waste bins for this purpose. Cleaning and refilling of disinfectants will be provided by the building manager.

Article 5 **Hall of Residence and Refectory at U5**

Hall of Residence and Refectory at U5 is open for employees, and external persons only from 8:30 am to 1:00 pm. During this time, TBU students will not be able to access the canteen.

Article 6 **Communication of students with FAI**

All communication between FAI students and teachers, FAI Departments, FAI Student Affairs Office, FAI Research and Development Activities Department, FAI Foreign Affairs and Promotion Department, FAI Cooperation with Companies and Industry Office, and FAI Finance Office will only be done electronically by telephone and e-mail.

Article 7 **Teaching at the consulting center in Prague**

Teaching at the Consulting Center in Prague in the building of the Faculty of Mechanical Engineering of the Czech Technical University in Prague is canceled for a period of temporary limitation.

Article 8 **Final Provisions**

This decision cancels and replaces RD/08/20 and is valid until further notice.

Assoc. Prof., Mgr. Milan Adámek, Ph.D., m. p.
Dean, FAI

Annex 1: Declaration of Honour on Absence of Symptoms of a Viral Infectious Disease and Record of Presence at the Workplace

**DECLARATION OF HONOUR
ON ABSENCE OF SYMPTOMS OF A VIRAL INFECTIOUS DISEASE**

I, the undersigned,
(First name, surname)

Date of
birth:
Permanent place of
residence:

hereby declare that I do not display symptoms of a viral infectious disease, and that I experienced no such symptoms (e.g. fever, cough, shortness of breath, sudden loss of taste and sense of smell, etc.) during the last two weeks.

I am aware of the legal consequences that may arise if this statement is not true.

In
Date:

.....
Signature

RECORD OF PERSENCE AT THE WORKPLACE

Name of student (personal number):

Purpose of stay in the building: Consultation of the theses
 Laboratory measurement for the theses
 Consultation of the disseration
 Examination in Ph.D. study
 Laboratory measurement for the dissertation
 other:

Room No.:

Persons met by the student:
.....

Name of supervising teacher:

Date:

.....
Signature of teacher