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| Name: | Temporary Suspension of Classes at the Faculty of Applied Informatics, Tomas Bata University in Zlín |
| Organisational Relevance: | The Faculty of Applied Informatics, Tomas Bata University in Zlín |
| Date issued: | 18. 09. 2020 |
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| Issued by: | Assoc. Prof. Mgr. Milan Adámek, Ph.D., Dean, FAI |
| Prepared by: | The Vice-Dean for Bachelor's and Master's Degree Studies; The Vice Dean for International Affairs and Promotion |
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Article 1 Basic Provisions

This FAI Dean's Decision supplements the current UTB Rector's Decision relating to Temporary Restrictions and Measures taken at Tomas Bata University in Zlín in connection with the COVID-19 Pandemic occurrence, (hereinafter only referred to as the "Rector's Decision"), and applies to **all levels of studies - i.e. Bachelor's, Master's and Ph.D., - and full-time and part-time forms of studies** at the Faculty of Applied Informatics; (hereinafter "FAI"). This decision also applies to all international students who are currently studying or engaged at FAI as part of short-term stays.

Article 2 Exceptional Emergency Measures

- (1) Pursuant to Part Two, Article 2, Paragraph (3) of the Rector's Decree, contact teaching at FAI is limited to a maximum of 50 persons - with effect from 21st. September 2020 - until further notice.
- (2) Scheduled Events with a higher number of persons – in accordance with IS/STAG, will be divided into groups that meet the restrictions specified in Article 2, Paragraph (1), or will be transferred into the online mode. The Subject Guarantor will inform students about teaching methods well in advance - or other teachers of the subject concerned.
- (3) In the case of the implementation of scheduled distancing measures – online, using the Microsoft Teams interaction interface - such a procedure is in accord with Rector's Decision RR/26/2020. Pursuant to Part Two, Article 2, Paragraph (3) of the Rector's Decision; Contact Teaching at FAI is limited to a maximum of 50 persons - with effect from 21st, September, 2020 - until further notice.
- (4) Scheduled events with higher numbers of scheduled persons- according to IS/STAG, will be divided into groups that meet the restrictions specified in Article 2, Paragraph (1); or will go into the online mode. The guarantor will inform students about teaching methods well in advance - or the teacher who teaches the subject.
- (5) In the case of the implementation of a scheduled event delivered – delivered online via Microsoft Teams, the procedure is in accordance with Rector's Decision RR/26/2020

- (6) Teaching of scheduled events in the online mode will take place according to the current schedule for the 2020/21 academic year. For scheduled events where more than 50 students are enrolled in IS/STAG; students will be allowed to be present in lecture halls/classrooms with a maximum of 50 people - including the teacher. The Moodle Reservation System will be used to ensure that the maximum number of people at the scheduled event is upheld. Students who register in the Moodle Reservation System will be allowed to enter lecture halls; other students will be online. Teachers of these scheduled events will implement online teaching in lecture rooms/classrooms according to the IS/STAG schedule.
- (7) Teaching staff will provide students with a sufficient amount of supporting materials for their studies - including Online Teaching Recordings available from Microsoft Teams for later playback.

Article 3 UTB and FAI Responsibilities

- (1) The FAI Dean has appointed a person - the FAI Vice-Dean for Bachelor's and Master's Degree Studies, as being responsible for communications with students and staff - (further only referred to as the "contact person"), about practical instructions and current measures.
- (2) An email address for communications with a contact person: covid@fai.utb.cz has been established. Current information on the emergency situation is available at these addresses: <https://www.utb.cz/koronavirus> and <https://fai.utb.cz/koronavirusFAI/>.
- (3) Teaching staff are obliged to keep records of persons attending scheduled events - in the form of an attendance list - in line with the model from Appendix No. 1 to the Rector's Decision, or attendance lists from IS/STAG. Attendance lists are collected at the Secretariats of the relevant institutes who provide tuition.

Article 4 Communications With FAI Students

Students with symptoms of a viral disease, (e.g. cough, runny nose, fever, etc.), are recommended to use an electronic form of communication - (telephone, e-mail), with teachers, FAI institutes, the FAI Study Department, the FAI Creative Activities Department, the FAI International Relations and Promotion Department, the FAI Practice Cooperation Department and the FAI Economic Department.

Article 5 Final Provisions

This decision cancels and replaces the Dean's Decision RD/13/20, and is valid until further notice.

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