

## **Dean's Instruction no. 2/2024**

# **CONDITIONS AND METHODOLOGICAL RECOMMENDATIONS FOR TEACHING IN THE SUMMER SEMESTER OF THE ACADEMIC YEAR 2023/2024 AS OF 12 FEBRUARY 2024 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 current CZU internal regulations, especially the Study and Examination Rules at CZU and valid regulations on coronavirus (<https://aktualne.czu.cz/en/r-17100-current-measures>).

## **2. Teaching Conditions**

2.1. Teaching conditions are stipulated by valid legal regulations of the Czech Republic and by internal CZU regulations. The basic requirement for teaching remains to ensure pedagogical activities in the required quality and range. The basic goal and priority of the FZP 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 programme.

2.2. As of 12 February 2024, a face-to-face teaching model will be applied in the summer semester 2023/2024 based on contact (face-to-face) tuition whilst enabling the use of e-learning tools and methods as well.

2.3. In first week of the semester, the course guarantor or the course teacher will prepare and announce information on the organization of the course tuition, e.g., the syllabus of the lectures and exercises, course schedule and conditions for obtaining the credits ("zápočet") and requirements for the exams. The teacher is furthermore obliged to provide students with sufficient 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.

2.4. The face-to-face form of tuition requires active physical participation of students in lectures, exercises, seminars and other educational activities that are part of the study plan.

### 3. Recording and GDPR

3.1. The teacher is obliged to make recordings of the course lectures taught to the students of the combined form of study if such a lecture has not been recorded in the past, or if it is necessary to update the existing recording. The teacher is then obliged to make these recordings available to students via the LMS Moodle.

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

#### 3.3. Lectures / practical sessions

- A public event: only internal (within the course) sharing of recordings is recommended.
- It is recommended to have the camera focused on the teacher only.
- We recommend not to deal with students' personal issues during the recorded teaching session.
- 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 procedure. (In such a case, please consult the Vice-Dean for Teaching and Learning).
- In case of further questions concerning recording or GDPR, please contact: Ing. Jan Borák, Ph.D., Director of the Security Department, e-mail: borak@rektorat.czu.cz, tel.: 224 38 4023, 776 251 616.

### 4. Technical and Software Support

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

4.2 Recordings are saved directly on the MS Teams and it is possible to get a link to the recording, which the teacher primarily saves on the LMS Moodle page of a particular course (adding activities or study materials - e.g. the activity of the URL where the link to the video recording can be copied). The link can also be shared with external users (for a brief description, see the attached photo).

4.3 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 team's 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 also the right to edit the materials. This can be restricted by setting restricted rights on the particular channel folder.

## 5. Communication

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

5.2 Questions and comments:

- In case of questions concerning the administrative agenda of the Study Affairs Office, please contact the Head of the Study Affairs Office Ing. Renata Beránková.
- In case of more complex questions, please contact the Vice-Dean for Teaching and Learning assoc. 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](#)).

## 6. Conclusion

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



prof. RNDr. Michael Komárek, Ph.D.

Dean

Date 7. February 2024