

ANNEX NO. 1 TO DEAN'S DECISION NO. 2/2021

ORGANIZATION AND CONDITIONS OF DISTANCE FORM OF TEACHING FOR TEACHERS AND STUDENTS IN THE BACHELOR'S, MASTER'S OR DOCTORAL STUDY PROGRAM

1. In connection with the BUT Rectors' Decision No. 10/2021, the personal presence of students on teaching at the Faculty of Architecture of BUT is prohibited.
2. The prohibition set out in Article 1, paragraph 1 shall not apply to:
 - a. the personal presence of students at examinations with mutual distance least 2 meters
 - b. the participation in clinical and practical teaching and practice of students of all years of study
 - c. the participation in individual consultations or counseling services (only one student and one academic or other person).
3. Practical teaching according to Article 2, paragraph b, is mainly studio work of the final years of BSP and NMSP. In other subjects, the vice-dean for studies decides on the need to carry out practical teaching in person, at the request of the subject guarantor. Other than practical teaching in study programs, it takes place in the form of "online".
4. The basic means of communication to which both teachers and students are obliged to respond in a reasonably long time comparable to normal operation is faculty e-mail. Online teaching takes place primarily through tools supported by BUT, ie mainly through E-learning and MS Teams.
5. In subjects in which practical teaching in full-time form is enabled, the teacher decides on the organization of teaching and students follow his instructions. The teacher assigns a workplace to the students, ensures that the teaching takes place in homogeneous groups (max. 25 people, students + teachers), with mutual distance of min. 2 m and in compliance with other hygienic measures such as frequent ventilation of rooms. In the faculty premises, the present students stay in rooms with a assigned workplace and move around the faculty only in the most urgent justified cases, so as to avoid mixing groups and unnecessary contacts.
6. In case of complications in the organization of teaching, students, teachers and guarantors of subjects are obliged to immediately contact the head of the department and the vice-dean for studies Ing. Jan Foretník, Ph.D.
7. Guarantors and teachers will primarily schedule teaching and examinations so that there are no conflicts with other teachers, ie especially in accordance with the Time Schedule of the academic year 2020/2021 at FA BUT (Annex No. 1 to Directive No. 7/2019) and in accordance with the instructions of the vice-dean for studies Ing. arch. Jan Foretník, Ph.D.
8. Students are obliged to follow the instructions of the teacher and respect the chosen means of distance communication; in case the communication with the teacher will not be functional, or the student will not receive instructions from his teacher, he must notify the vice-dean for studies Ing. arch. Jan Foretník, Ph.D. (foretnik@fa.vutbr.cz) and the head of the study department Mgr. Dita Havlová (havlovad@fa.vutbr.cz).

9. Academic staff are allowed to enter the FA BUT buildings at their discretion in connection with the performance of their duties and in compliance with the above-mentioned hygienic measures. If it is possible to ensure the fulfillment of tasks outside the faculty building, it is recommended to use the so-called home-office. Home-office is awarded to academic staff by a line manager. The home-office must be reported electronically in advance (Intraportal - absence records) and approved by a manager. In such a case, the academic must be available by distance means of communication during working hours and respond in a reasonably long time comparable to normal operation.