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management, blue-collar workers
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DECISION NO. 6/2020

Updating conditions for courses and activities at the faculty in relation to the emergency and the spread of the coronavirus

ARTICLE I

Subject matter

1. As ensues from the emergency measures taken by the Czech government the faculty adopts, until further notice, “home office” as its form of education, operation of the faculty and working hours of employees. The faculty aims to protect both the students and employees and to allow proper completion of the programme to students in their final year and completion of all courses and projects to all other students.

ARTICLE II

Academic, research and professional staff

1. The employees will work in the “home office” mode, i.e. they will work from home. Exceptions are the cases governed by Annex 2 to this decision. Other exceptions from the prescribed mode can be granted in necessary cases by the dean upon a request sent via email.

2. Programme guarantors, i.e. teachers, are obliged to contact their students without further ado and negotiate the terms of contactless remote education using electronic communication. Should any complications arise, the teachers are obliged to contact immediately the head of the faculty and the vice-dean for education, Ing. arch. Jan Foretník, Ph.D.

3. The basic means of communication for both teachers and students is the faculty email. Both the teachers and students are obliged to react within the time reasonably expected under normal conditions.

4. The guarantor or possibly the teacher have to decide how they will assign tasks and communicate with the students. However, it is advised to use the standard tools supported by the information systems of BUT such as E-learning, Microsoft Teams, etc.

5. The guarantors and teachers will plan the remote education primarily in accordance with the actual schedule, i.e. on the days and in the hours planned at the beginning of the semester and specified in the electronic schedule. Any consultations and teaching outside the schedule can only take place outside the established times in order to prevent any overlaps with other teachers' courses. The complete schedule is available after logging into the faculty intranet: <https://intra.fa.vutbr.cz/prispevky.aspx?typ=rozvrh>

6. With regards to the ongoing development of the situation, the faculty management may give additional instructions to the academic, research and professional staff via the faculty email. The employees are obliged to check their email and react to management's requests without undue delay.

ARTICLE III

Education and students

1. By a resolution taken by the Czech Government the mass presence of students on classes or exams is prohibited. The prohibition of personal presence of students does not apply to the cases listed in Annex No. 2 to this decision, which also regulates the conditions of students' stay on the faculty premises for the above cases. The administration related to studies will be carried out solely using electronic means or post (eg study certificates will be sent by post at the student's request).

2. Teaching by remote means of communication is preferred and stay at faculty premises will be allowed in necessary cases only according to Annex. No. 2 of this decision. The students follow the instructions of guarantors and teachers of the subjects.

3. The students are obliged to read and answer school emails, follow their teacher's instructions and respect the selected means of remote communications. In case the communication with the teacher does not work, or the student does not receive any instructions from the teacher, they have to inform 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).

4. Unless the course guarantor or teacher decide otherwise, the classes will proceed in accordance with the current course timetable, i.e. on the days and in the hours specified at the beginning of the semester and in the electronic timetable (<https://www.vutbr.cz/studis>).

5. The individual courses will be taught within the period of time specified by the updated time plan of the academic year (annex 1 to the dean's directive 7/2019).

6. International exchange students (e.g. on Erasmus) are advised to return home. As regards their participation in courses using remote electronic communication, they will be treated as regular students. The Faculty of Architecture, BUT commits to make it possible for the international students to complete their term in the way described above. The instructions herein apply to international students too.

7. Regular students currently residing abroad at their stays (e.g. Erasmus) and consider return to the Czech Republic contact the head of study department Mgr. Dita Havlová (havlovad@fa.vutbr.cz) regarding next steps. .

8. Regardless of the emergency, the courses follow the governing standards and study regulations at BUT.

ARTICLE IV

Technical, economic, blue-collar and other non-academic workers

1. The technical, economic, blue-collar and other non-academic personnel will work in a specific mode; their physical presence at the workplace will be limited to the time needed to fulfil urgent and necessary tasks that cannot be carried out remotely outside the workplace. The presence of individual employees shall be allocated in a separate Annex to this Decision. The rest of the working hours will be fulfilled on the part of employee in the "home office" mode, i.e. they will work from home. In necessary cases, exceptions from the prescribed mode can be granted to the personnel by the head of the department on the dean's behalf.

2. Reception

- a) The entry to the building will only be possible at the entrance from Poříčí street; in the event of an arrival by car, it will be possible to drive in from Bělidla street.
- b) The physical presence of doorkeepers will be the same as in the standard operation, but with more stringent measures in place arising from the emergency.
- c) The mail room will resume the standard mode of operation. The mail will be received and released at the reception on workdays between 8 a.m. and 3 p.m.

3. Study department

- a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).
- b) The working hours are established on Wednesday and Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.
- c) In order to maintain the operation of the faculty, the individual employees of the study department will be allowed to enter the premises on Monday or Tuesday, according to separate Annex of this Decision. The duty to be in the workplace these days is governed

by the instructions of the Dean or Secretary

d) In the “home office” mode of operation, the personnel of the study department is expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

4. Economic department

a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).

b) The working hours of the economic department are established on Wednesday and Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.

c) In order to maintain the operation of the faculty, the individual employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary

d) In the “home office” mode of operation, the employees of the economic department are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

5. HR department

a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).

b) The working hours are established on Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.

c) In order to maintain the operation of the faculty, the employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary

d) In the “home office” mode of operation, the employees of the HR department are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

6. Dean's office and faculty management

a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).

b) The working hours are established on Wednesday and Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.

c) In order to maintain the operation of the faculty, the individual employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary

d) In the “home office” mode of operation, the employees are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

7. Computer centre

- a) In order to maintain the operation of the faculty, the individual employees will be allowed to enter the premises from Monday until Thursday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary.
- b) In the “home office” mode of operation, the employees of the computer centre are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

8. Production and marketing specialist

- a) In order to maintain the operation of the faculty, the employee will be allowed to enter the premises every Monday and Wednesday. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary.
- b) In the “home office” mode of operation, the production and marketing specialist is expected to react to the e-mail communication in reasonable time comparable to the standard mode of operation.

9. Model centre

- a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).
- b) The working hours are established on Tuesday and Thursday, from 8:30 to 15:00. In order to maintain the operation of the faculty, the individual employees will be allowed to enter the premises in working days.
- c) The model centre will communicate solely using electronic means, which also applies to the submission of projects to manufacture. The completed models will be available for pick-up at the reception of FA, BUT.
- d) Prior to the order, it is necessary to consult the material requirements of the order and adapt it to MC's possibilities and material available.
- e) The student/requestor will send the order to the model centre (MC) by e-mail to kralik@fa.vutbr.cz and they will include their invoicing details: Name, surname, requestor's address, identification number (for entrepreneurs and legal entities), e-mail address and phone number for potential order adjustments. After the completion of the order, the FA will issue an invoice and will send it to the requestor by e-mail. The requestor will pay by a bank transfer in accordance with the invoicing details. Upon receiving the payment, the requestor will receive an e-mail with the instruction to pick up the order. The order will be then available for pick-up at the reception on workdays from 8 a.m. to 3 p.m. The requestor will prove their identity with a student card or ID, then they will receive the order and sign the confirmation of receipt.

10. Facilities maintenance and cleaning

- a) In order to maintain the operation of the faculty, the individual maintenance personnel will be allowed to enter the premises from Monday until Thursday according to separate

Annex of this Decision.

b) In order to maintain normal operation of the faculty, the cleaning personnel will be allowed to enter the premises on workdays. The cleaning service will be divided into pairs that will be in this composition until further notice and each pair will work on a different day.

11. Library

a) The BUT FA library is accessible for members of academic community on Wednesdays and Thursdays from 9.00 to 12.00, when the designated employees will be present at the workplace.

b) Loans are ordered in advance via a web form at <https://formulare.lib.vutbr.cz/vypuicky/fa/>. Based on email confirmation the literature will be handed over at the entrance to the library. In case of questions, the library staff can be contacted by email at knihovna@fa.vutbr.cz or phone 541 146 640, 541 146 641.

c) In order to maintain the operation of the faculty, the individual employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary

d) In the “home office” mode of operation, the employees are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

12. Other technical, economic and non-academic personnel

a) Other personnel must work in the “home office” mode, i.e. from home. In justified cases, the dean or the secretary can grant an exception to allow other personnel to enter and proceed their work at the faculty.

b) In the “home office” mode of operation, the employees are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

ARTICLE V

Institutional measures

1. On Friday, employees will not be present at the faculty and there will be a sanitary day, exceptions are the staff in charge of cleaning.

2. The members of the management of FA BUT will be present at the workplace according to the special annex of this Decision at their discretion and for the time needed.

3. The governing bodies of the faculty will take action as needed and in accordance with current instruction led by BUT and the Government of the Czech Republic

4. Tenants (Legia)

a) The FA will provide access and will allow operation of the Legia printing centre.

b) The FA will facilitate the regular cleaning of the corridor and the toilet on the ground floor of the building B.

c) As specified in BUT rector's decision no. 1/2020, it is advised to adapt the operation at all workplaces reasonably and adhere to hygienic and safety measures. It is advised to award contracts electronically.

ARTICLE VI
Final provisions

1. This decision annuls the Dean's decision no 4/2020
2. The measures herein are effective until further notice.

Ing. arch. MArch Jan Kristek, Ph.D.
Dean