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| Title:                          | Rules Governing the Use of Distance Communication Tools in Teaching and the Assessment of Learning Outcomes in Full-time and Part-time Modes of Study at Tomas Bata University in Zlín                               |             |
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## **PART ONE INTRODUCTORY PROVISIONS**

### **Article 1 Subject matter of the regulation**

- (1) This Directive constitutes an internal regulation of Tomas Bata University in Zlín (hereinafter referred to as "TBU") pursuant to Article 8 Paragraph 6 of the TBU Study and Examination Regulations.
- (2) In accordance with the methodological guidelines of the National Accreditation Bureau for Higher Education (hereinafter referred to as the "NAB"), this Directive lays down the rules governing the use of distance communication tools (hereinafter referred to as "online") in teaching and in the assessment of learning outcomes in full-time and part-time modes of study.
- (3) There is no entitlement to online teaching and the online assessment of learning outcomes.

## **PART TWO ONLINE TEACHING**

### **Article 2 Forms of online teaching**

- (1) Online teaching may be delivered in the following forms:
  - a) hybrid;
  - b) synchronous;
  - c) asynchronous.
- (2) Hybrid teaching combines face-to-face teaching delivered by the teacher at the scheduled time and location with the possibility for students to participate online, for example by means of videoconferencing. This form of online teaching shall always be preferred to the forms referred to in Paragraph 1 Letter b) and c).
- (3) Synchronous online teaching means that a particular form of teaching, such as a lecture, is delivered through the same distance communication tool between the teacher and one or more students, who are not physically present in the same location but participate at the same time.
- (4) Asynchronous online teaching means that communication between the teacher and one or more students, or among students themselves, does not take place within a fixed, predetermined period or at the time specified by the regular timetable. Examples of asynchronous teaching include students working with interactive multimedia learning materials, group project work supported by the teacher, completion of assignments and tests prepared by the teacher and carried out using distance communication tools, and discussions conducted through a teacher-moderated discussion forum. However, it is not sufficient merely to provide students with study texts, presentations or recordings of lectures. Online support from the teacher and opportunities for interaction among all participants must always be ensured.

### **Article 3 Circumstances in which online teaching may be delivered**

Online teaching in full-time and part-time modes of study may be delivered:

- a) in the cases and under the conditions set out in Article 4,
- b) in the event of a state of emergency in education declared pursuant to § 95a Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Higher Education Act”), with the prior consent of the Ministry of Education, Youth and Sports (hereinafter referred to as the “state of emergency in education”), in Article 10.

### **Article 4 Delivery of online teaching**

- (1) Within a degree programme accredited for the full-time mode of study and within the full-time component of a degree programme accredited for the part-time mode of study, synchronous and asynchronous online teaching of a course unit (hereinafter referred to as the “course unit”) may be delivered only in the following cases:

- a) where necessary to achieve the intended learning outcomes, for example, training in remote teamwork;
  - b) virtual mobility and international cooperation;
  - c) cooperation with external experts from professional practice;
  - d) individual or group consultations (by mutual agreement, synchronously only);
  - e) facilitating access to teaching for students who are ill or have a long-term illness (by mutual agreement);
  - f) replacement lessons for those that would otherwise be cancelled or covered by a substitute teacher due to the teacher's sickness absence or business travel. (In the case of the teacher's sickness absence, this refers to teaching being delivered online by a substitute teacher.)
- (2) The following conditions apply to the delivery of online teaching:
- a) Online teaching may be delivered only for the reasons specified in Paragraph 1, while ensuring that face-to-face teaching continues to be provided. The teacher shall always give preference to the hybrid mode of teaching.
  - b) Asynchronous online teaching is recommended primarily as additional support and added value for students, taking into account the educational objectives and intended learning outcomes. It may be used as a substitute for cancelled face-to-face teaching under Paragraph 1 only in exceptional cases.
  - c) Synchronous online teaching may be delivered only where it is ensured that it does not conflict with another timetabled or non-timetabled activity and that students have sufficient time to move to a location from which they can participate without interruption.
  - d) Online teaching may only be included if it cannot objectively be regarded as a hindrance to the student and if it does not impair their ability to achieve the expected learning outcomes.
  - e) Synchronous online communication may be used without restriction during individual or group consultations, subject to mutual agreement.
- (3) The above forms of online teaching shall not be used for economic or organisational reasons (e.g. teaching large groups of students where teaching facilities are insufficient, or reducing the need for teachers to travel to the place of teaching). Only in exceptional cases may online teaching of large groups of students be delivered for economic or organisational reasons; however, such cases should not exceed 8% of face-to-face teaching activities and must be duly justified in the report referred to in Article 9 Paragraph 1, which is subject to review by the TBU Internal Evaluation Board (hereinafter referred to as the "IEB").
- (4) The course unit guarantor shall specify the method of delivering synchronous and asynchronous online teaching for the cases referred to in Paragraph 1 Letter a) to c) in the course unit documentation, following prior consultation with the degree programme guarantor and approval by the Dean, no later than the last week before the commencement of teaching in the relevant semester.
- (5) The teacher shall keep a record of the reason for, number of, and form of online teaching delivered in the cases referred to in Paragraph 1 Letter f) and Paragraph 3. This record shall be submitted to the course unit guarantor no later than the end of the semester. The course unit guarantor shall review the record and forward it, through the degree programme guarantor, to the Dean for the preparation of the report referred to in Article 9 Paragraph 1.

## **PART THREE**

### **ONLINE ASSESSMENT OF ACADEMIC RESULTS**

#### **Article 5**

#### **Methods and conditions for the assessment of academic results**

- (1) The assessment of academic results (hereinafter referred to as “examinations”) comprises:
  - a) A course credit and a graded course credit;
  - b) an examination (written, oral or combined);
  - c) a comprehensive examination;
  - d) a final studio jury;
  - e) a course credit, a graded course credit or an examination before and examination board;
  - f) a qualifying examination;
  - g) a course credit and an examination in a course unit of a doctoral degree programme.
- (2) Examinations in the cases referred to in Paragraph 1 may be conducted online only in situations corresponding to those specified in Article 4 Paragraph 1 and shall not be used solely for economic or organisational reasons. Online assessment may be conducted only in the synchronous mode.
- (3) Before an online examination takes place, the student shall be familiarised with the rules governing the conduct of online examination set out in Article 6, which are available, upon login, on the TBU website and the websites of the individual faculties under the *Student – For TBU Students* section.
- (4) A condition for online examination is the student’s consent to this form of assessment, which shall be expressed by registering for a scheduled online examination session in the IS/STAG student information system. Where the student does not consent, the student shall always be given the opportunity to complete the assessment in person.
- (5) The examiner shall be responsible for the proper conduct of online examination and for ensuring compliance with the rules set out in Article 6. The examiner shall maintain records of the number of online examination sessions conducted and their implementation and shall submit these records to the course unit guarantor at the end of the semester. The course unit guarantor shall review the records and forward them, through the degree programme guarantor, to the Dean for the preparation of the report referred to in Article 9 Paragraph 1.

#### **Article 6**

#### **Rules governing online examinations**

- (1) Online examinations may only be conducted if the student has a stable internet connection and functioning hardware (a webcam and microphone), which are not provided by TBU. The technical requirements, login procedure and conduct of online examinations are described in the guidelines for online teaching and online examinations. Personal data (image and audio) are processed solely for the purpose of assessing academic results. Students may use the Background Blur feature, provided that it does not interfere with verification of the integrity of the examination environment. Automated monitoring using AI tools is not employed. All supervision is carried out by a natural person. Recording is prohibited throughout the identity verification process and for the duration of the examinations referred to in Article 5 Paragraph 1.
- (2) Student identity verification (authentication): Students shall log in exclusively using their TBU Microsoft 365 account with multi-factor authentication enabled on a separate device (e.g. by using the Microsoft Authenticator app on a mobile phone), in order to prevent

- identity fraud. Upon joining the scheduled meeting, the student shall present their student ID card to the camera, and the examiner shall verify the student's identity by visually comparing the student with the photograph on the student ID card. Upon request, the student shall demonstrate via screen sharing that multi-factor authentication is enabled. Once the student's identity has been verified, the student shall place their mobile device face down or may use it as a camera and microphone for connection via MS Teams.
- (3) At the beginning of the online examination, and at any time during the examination if requested, the student shall use the camera to demonstrate that the examination environment contains no unauthorised materials or other persons. Students are advised to remove personal belongings from the camera's field of view before the examination.
  - (4) During the examination, the use of more than one monitor is prohibited. If more than one monitor is connected to the computer, all additional monitors shall be disconnected before the examination begins and turned so that their screens face away from the student.
  - (5) Throughout the examination, the camera shall be positioned so that the student's face and hands remain visible at all times. The student shall share their entire computer screen for the duration of the online examination.
  - (6) Examinations:
    - a) Oral examinations shall be conducted exclusively via MS Teams and may involve no more than one student at a time.
    - b) Examinations in the form of a test shall be conducted exclusively within the LMS Moodle environment (hereinafter referred to as "Moodle"). Tests shall be configured to run in Safe Exam Browser (SEB) with enforced full-screen mode, preventing the opening of other windows and applications. The online examination shall simultaneously be monitored via an MS Teams meeting using a second device equipped with a camera and microphone (e.g. a mobile phone). In order to maintain the quality of the internet connection, the maximum number of students taking a test simultaneously shall be limited to 12.
  - (7) An online examination may only be conducted if all the requirements set out in Paragraphs 1 to 6 are satisfied. If any of these requirements are breached during the examination, the student shall be instructed to remedy the situation immediately. A prolonged or repeated intentional breach of these requirements, in particular disabling the camera, microphone or screen sharing during the examination, may result in the immediate termination of the examination and the award of the grade "fail".

## **Article 7**

### **Handling technical issues during online examinations**

- (1) In the event of an internet connection failure, the student shall immediately inform the examiner and attempt to reconnect without delay. If the student reconnects within three minutes, the examiner shall regard the interruption as temporary and shall have the discretion to decide whether the examination may continue. In such a case, the examiner may require the integrity of the examination environment to be verified again.
- (2) In the event of a prolonged interruption or repeated temporary interruptions, the online examination shall be terminated. In the case of both oral examinations and Moodle-based tests, the examiner shall decide whether to excuse the student and cancel the examination attempt or whether the student's performance up to that point is sufficient to be assessed and graded. If the examination attempt is cancelled, the examiner shall schedule a replacement examination. If another interruption occurs during the replacement examination, the online examination shall be terminated and may thereafter continue only in the form of an in-person examination. Online examination attempts cancelled due to

technical issues shall not count towards the student's permitted number of examination attempts.

## **PART FOUR QUALITY ASSURANCE**

### **Article 8 Quality assurance at the Faculty**

The programme guarantor shall be responsible for ensuring the quality of the degree programme in the delivery of online teaching and online examinations. Overall responsibility for the delivery of the degree programme shall rest with the Dean.

### **Article 9 Quality assurance by the IEB**

- (1) By the end of the relevant academic year, the Dean shall prepare and submit to the IEB a report on the online teaching and online examinations delivered during the relevant academic year (hereinafter referred to as the "Report"), containing the following information:
- a) the title of the degree programme/specialisation and the degree programme guarantor/specialisation guarantor;
  - b) the title, code and type of the course unit (core course unit, theoretical foundation course unit, compulsory, compulsory elective or elective);
  - c) the course unit guarantor and the course unit teacher/examiner;
  - d) the total number of teaching hours for the course unit during the semester, including the percentage delivered through synchronous and asynchronous online teaching;
  - e) the reason for conducting online teaching pursuant to Article 4 Paragraph 1 Letter f) and Article 4 Paragraph 3,
  - f) the reason for conducting online examinations, the number of online examination sessions, and the number of students examined online.

The Report shall also include an overall evaluation of the delivery of online teaching and online examinations, comprising between 300 and 900 characters, based on the teachers' experience of delivering online teaching and conducting online examinations, including the frequency of technical interruptions. The Report shall be submitted using the form set out in Annex 1.

- (2) The IEB shall review the Report and discuss it in the presence of the relevant Dean. If any deficiencies or substantive shortcomings are identified, the IEB shall request the Dean to provide an explanation during the discussion and, where appropriate, require the deficiencies to be remedied or the Report to be revised within a specified time limit.

## **PART FIVE STATE OF EMERGENCY IN EDUCATION**

## Article 10

- (1) A state of emergency in education at TBU shall be declared by the Rector with the prior approval of the Ministry of Education, Youth and Sports.
- (2) During a state of emergency in education, online teaching and online examinations may be conducted, irrespective of the mode of study, without being subject to the restrictions set out in Articles 4 and 5. Depending on the scope of the declared state of emergency in education, these measures may apply either to the whole of TBU or only to a particular faculty.
- (3) Depending on the reason for declaring the state of emergency in education and its scope, the specific conditions governing the delivery of online teaching shall be determined by the Rector for the whole of TBU or, where applicable, by the Dean for a particular faculty, who shall inform the Rector without undue delay.
- (4) During a state of emergency in education, the state final examination, state doctoral examination, doctoral thesis defence, state advanced post-Master's examination and advanced post-Master's thesis defence may be conducted online in synchronous mode under the conditions laid down in § 95b Letter i) of the Act.

## PART SIX FINAL PROVISIONS

- (1) The IEB issued its opinion on this internal regulation on 19 May 2026.
- (2) This Directive repeals the Rector's Decree No. 35/2021 and the Rector's Decree No. RR/6/2022.

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