

Annex 2 to SR/26/2026

Explanatory Memorandum

to the Rector's Directive

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

A) GENERAL PART:

The National Accreditation Bureau for Higher Education (hereinafter referred to as the "NAB") sets out, in its Methodological Guideline on the Use of Distance Learning Elements in Full-time Degree Programmes (hereinafter referred to as the "NAB Guideline"), an exhaustive list of circumstances in which distance communication tools may or may not be appropriately used in teaching and the assessment of learning outcomes within full-time modes of study.

The proposed internal regulation fully reflects the NAB Guideline and, in accordance with its requirements, establishes the internal rules governing the implementation of the Guideline at TBU. These rules are also extended to cover the full-time component of degree programmes accredited in the part-time mode of study.

Particular emphasis is placed on ensuring equal conditions for all students and preventing unethical conduct during online examinations. To this end, the proposed internal regulation establishes minimum mandatory requirements designed to prevent unethical conduct and specifies the technical arrangements necessary to ensure compliance with those requirements.

Responsibility for ensuring compliance with the rules and procedures laid down in this internal regulation within a particular degree programme rests with the degree programme guarantor, while responsibility at faculty level lies with the Dean. Compliance with the rules and procedures set out in this internal regulation shall be monitored by the TBU Internal Evaluation Board (hereinafter referred to as the "IEB") as part of the University's internal quality assurance of educational activities. The monitoring shall be based on the Report on the Delivery of Online Teaching and Online Examinations, which shall be prepared by the Dean at the end of the relevant academic year and submitted to the IEB. The detailed structure of the report is prescribed not only to collect the information required for evaluation by the IEB but also to gather experience that may subsequently serve as a basis for the development of part-time modes of study.

B) SPECIAL PART:

1) Concerning Article 1 Paragraph 2:

The provisions of the Directive are based on the following methodological documents issued by the NAB:

- a) the NAB Guideline;
- b) the Methodological Materials for the Preparation and Evaluation of Applications for Degree Programme Accreditation.

2) Concerning Article 1 Paragraph 3:

The delivery of online teaching and online examinations is not an entitlement. Teaching staff are not obliged to schedule online examinations, even in cases where it would be permissible under this Directive. Likewise, students are under no obligation to register for an online examination session.

3) Concerning Article 2:

Hybrid, synchronous and asynchronous forms of online teaching are defined, with emphasis placed on the preferred use of the hybrid mode of online teaching.

4) Concerning Article 3:

The circumstances in which online teaching may be used are distinguished according to the specific cases defined below.

5) Concerning Article 4 Paragraph 1:

In accordance with the NAB Guideline, this provision sets out an exhaustive list of the circumstances in which online teaching may be delivered within degree programmes in the full-time mode of study and within the full-time component of degree programmes accredited in the part-time mode of study. As **this list is exhaustive, synchronous and asynchronous online teaching may be provided only in the specified cases**. With regard to Letter f), it should be emphasised that where a member of teaching staff is absent due to illness, online teaching may only be delivered by another person, since an employee may not perform work for the employer from whose employment the entitlement to sickness benefit arises during a period of temporary incapacity for work.

6) Concerning Article 4 Paragraph 2:

This provision sets out the conditions that must be satisfied for online teaching to be delivered in the cases referred to in Paragraph 1. It also identifies cases in which the use of online teaching is inappropriate, except where its use is limited to a defined extent and duly justified in the report reviewed by the IEB.

7) Concerning Article 4 Paragraph 3:

This provision identifies cases in which the use of online teaching is inappropriate, except where its use is limited to a defined extent and duly justified in the report reviewed by the IEB.

8) Concerning Article 4 Paragraph 4:

This provision introduces a requirement for the course unit guarantor to specify, within the course unit documentation, the planned instances of online teaching referred to in Article 1 Letter a) to c) that may enhance the educational value of the course and contribute to improved learning outcomes.

9) Concerning Article 4 Paragraph 5:

This provision introduces an obligation for teaching staff to maintain records of the circumstances under which online teaching is delivered in the cases referred to in Paragraph 1 Letter f), namely those situations that generally cannot be planned in advance and require an appropriate response by selecting a suitable form of online teaching. This obligation also applies to the exceptional cases referred to in Paragraph 3.

10) Concerning Article 5 Paragraph 1:

This provision specifies the forms of examinations for which the online mode may be used.

11) Concerning Article 5 Paragraph 2:

This provision emphasises that **the possibility of conducting online examinations applies only in the situations referred to in Article 4 Paragraph 1**, which in practice means primarily the cases set out in Article 4 Paragraph 1 Letter d) and e). **Economic or organisational reasons do not constitute valid grounds for online examinations. Online examinations may be conducted only in a synchronous form.**

12) Concerning Article 5 Paragraph 3:

This provision establishes the requirement for students to be informed of the rules governing online examinations set out in Article 6. These rules will be published on the TBU website and on the websites of the individual faculties under the section *Student – For TBU Students*, accessible after logging in.

13) Concerning Article 5 Paragraph 4:

A prerequisite for participation in online examinations is the student's prior consent, which is expressed by registering for an online examination session in IS/STAG (the online mode will be indicated in the note accompanying the examination session). Where a student does not consent to the online mode, the student must be given the opportunity to complete the examination in person.

14) Concerning Article 5 Paragraph 5:

This provision establishes the examiner's responsibility for ensuring that online examination is conducted properly and in accordance with the prescribed rules, as well as the examiner's obligation to maintain records of online examinations and submit them to the course unit guarantor at the end of the semester.

15) Concerning Article 6 Paragraph 1:

This provision specifies the technical equipment required of students for online examinations and explains the procedures for ensuring the protection of students' personal data.

16) Concerning Article 6 Paragraph 2 to 6:

These provisions describe the procedure for verifying the identity of students during an online examination session and the technical requirements necessary to ensure its proper conduct. **They establish the minimum mandatory rules intended to prevent unethical conduct during online examinations and specify the technical measures required to ensure compliance with those rules.**

17) Concerning Article 6 Paragraph 7:

This provision specifies the exclusive use of the MS Teams platform for oral online examinations and the LMS Moodle environment for online examinations conducted in the form of written tests. As part of the minimum mandatory rules designed to prevent unethical conduct during online examinations, a maximum number of candidates has been set for both oral examinations and written examinations.

18) Concerning Article 7 Paragraph 1:

This provision sets out the procedure to be followed in the event of a short-term interruption of the internet connection during online examination and assessment.

19) Concerning Article 7 Paragraph 2:

This provision defines the procedure for terminating online examinations in the event of a prolonged or repeated short-term internet connection failure, and for the options to complete the examination either online or in person.

20) Concerning Article 8:

This provision defines the responsibility of the degree programme guarantor for ensuring that the rules and procedures laid down in this internal regulation are observed in the delivery of online teaching and online examinations and that the quality of the degree programme is not adversely affected. Overall responsibility for the delivery of the degree programme, including any use of online teaching and online examinations, rests with the Dean.

21) Concerning Article 9 Paragraph 1:

This provision introduces an obligation for the Dean to prepare and submit to the IEB a report on the delivery of online teaching and online examinations for the relevant academic year and prescribes the structure of that report. The report is based on records of online teaching delivered under Article 4 Paragraph 5 and records of online examinations conducted under Article 5 Paragraph 5, submitted to the Dean by the degree programme guarantors.

22) Concerning Article 9 Paragraph 2:

The IEB shall review the submitted report as part of the University's internal quality assurance of educational activities and shall discuss the report with the participation of the Dean. Where the report is found to require revision or completion, the Dean shall be given a time limit within which to do so.

23) Concerning Article 10 Paragraph 2:

During a declared state of emergency at the university, the restrictions set out in Articles 4 and 5 do not apply to the provision of online teaching and examinations. A state of emergency may be declared for the whole of TBU or for a specific faculty only, depending on the reason and the scope of the necessary measures.

24) Concerning Article 10 Paragraph 3:

The specific conditions and arrangements governing the delivery of online teaching and online examinations during a state of emergency in education shall depend on the reasons for

its declaration and the scope of the emergency. Accordingly, they shall be determined either by the Rector for the entire University or by the Dean for the relevant faculty.

25) Concerning Article 10 Paragraph 4:

This provision sets out the list of public examinations that may, during a state of emergency in education, be conducted without the presence of the public under the conditions laid down in § 95b Letter i) of the Higher Education Act, and exclusively in the form of synchronous online examinations.

Concerning Annex 1:

Annex 1 contains the template for the Report on the Delivery of Online Teaching and Online Examinations.

Pursuant to the TBU Study and Examination Regulations, this internal regulation is subject to review by the IEB.