

June 3, 2020, Kladno

Measure of the Dean N. 4/2020
on implementation of the final state examinations
in connection with measures to reduce the risk of coronavirus infection

Article I.
Preliminary provisions

- (1) This measure regulates the rules and conditions of the course of the final state examinations (further only as the „FSE“) at the CTU FBME.
- (2) Basic rules and conditions for holding the FSE are regulated in the RECTOR´S ORDER n. 9/2020 on the provision of study programs and courses and on the conduct of examinations at the CTU in connection with the measures taken to mitigate the risk of coronavirus infection as well as in art. II. and III. of this Measure of the Dean.
- (3) If the FSEs take place in the contact form, it applies that a maximum of 15 people can be present in a room at the same time, (the secretary of the committee is responsible for this).

Article II.
Rules and conditions for holding the FSE

- (1) The student shall appear for the FSE at the designated time according to the instructions sent by the supervising department (always sufficiently in advance) and unaccompanied (only the Dean can grant an exception in justified cases). The schedule of students as for time and their distribution to the individual examination committees is listed in KOS and published on the faculty web pages at least 10 days before the day of the FSE at the given study branch (folder STUDENT → Final state examinations → Distribution of students to the committees).

- (2) The student shall hand in two (2) copies of a printed and bound bachelor or master thesis on the day of the FSE directly to the secretary of the committee (sufficiently in advance before the defence itself). The secretary shall put a copy of the supervisor's opinion and the reviewer's review into each copy. One copy of the bachelor or master thesis contains the original of the thesis assignment and the other one contains only a copy of the assignment. Other formal requisites are published on the faculty web pages (folder STUDENT → Bachelor and master theses).
- (3) If the student fails to hand in a printed and bound bachelor or master thesis to the secretary of the committee before sitting the FSE, s/he will not receive a certificate of its successful passing after s/he has passed it. S/he will receive the certificate only after s/he hands in the thesis at the secretariat of the department, which supervises the relevant study branch. The secretary of the committee will ask the student to do so without undue delay and as soon as possible after the date of the FSE.

Article III.

Measures to reduce the risk of infection during the FSE

- (1) Upon entering the building, students shall disinfect their hands with a disinfectant prepared at the reception and shall hand in an affirmation concerning the non-existence of signs of viral infectious disease and quarantine measures according to the specimen in Attachment N.1 of the Dean's Order N.1/2020. Printed affirmations are prepared at the reception at designated places. Students shall put the signed affirmations in the prepared box by the reception. The affirmation is valid only for the day on which it was signed.
- (2) Upon entering the examination room, the students, FSE committee members and secretaries shall disinfect their hands with the disinfectant prepared in this room.
- (3) Everybody must use protective aids of mouth and nose during the practical part of the FSE (study branch physiotherapy) and in the common premises.

- (4) Students, FSE committee members and secretaries of the FSE committees are not obliged to wear the protective aids of mouth and nose, if the distance of at least 1,5 m is kept between the individual persons in the examination room during the oral part of the FSE.
- (5) It is necessary to keep the increased standard of hygiene, for example by using gloves, during the practical part of the FSE (study branch physiotherapy), and during drawing questions (if it takes place in the specific branch) during the oral part of the FSE.
- (6) Everybody must use his or her writing aids only during the course of the FSE.
- (7) It is necessary to refrain from closer contacts, handshaking, etc., during the FSE.
- (8) It is necessary to ensure regular ventilation of the examination rooms - at least once per hour for at least 5 minutes (the secretary of the committee is responsible for this).
- (9) After one student leaves and before the new one comes, it is necessary to disinfect the surfaces of desks (tables), chairs, keyboard, remote control and laser pointer used by the student during the presentation/defence of the bachelor/ master thesis (the secretary of the committee is responsible for this). In the case of the practical part of the FSE-physiotherapy study branch, this also concerns beds and other aids (examiner is responsible for this).
- (10) No tablecloths are allowed on the tables in the examination rooms, where the FSE is taking place.
- (11) Other persons, who wish to participate in these FSE directly, based on the public access and participation principle may be allowed to enter the FBME CTU building. However, the maximum is 15 people in one committee (room). They are obliged to observe all hygienic measures determined by the CTU

FBME including the signature of the affirmation on the non-existence of signs of viral infectious disease and quarantine measures.

Article IV.
Final provisions

- (1) The above-stated provisions shall apply similarly to other types of examinations and conclusions, where there is a committee (for example PhD final exam, defence of the dissertation thesis, discussion over the dissertation thesis).
- (2) This measure becomes effective on June 3, 2020, and is valid only for the academic year 2019/2020.