

**Guideline No. 4/2021 of the Dean of the Faculty of Arts of UPJŠ in Košice
to Organisation and Conditions of Educational Process at the Faculty of Arts of UPJŠ in
Košice in the academic year 2021/2022
with effect from 25 November 2021**

In compliance with *Rector's Order No. 12/2021 to update the conditions of teaching and work activities at UPJŠ in Košice after declaration of a state of emergency from 25 November 2021* (hereinafter referred to as "Rector's Order No. 12/2021"), I hereby issue the following guideline:

1. Students and employees of the Faculty of Arts of UPJŠ are required to make themselves familiar with Rector's Order No. 11/2021 and comply with the same.
2. Teaching in the winter semester of the academic year 2021/2022 will be governed by the Schedule of the Academic Year 2021/22 which is available here: <https://intranet.upjs.sk/op/op.Public.php?documentid=5665>
3. Teaching will be on a distance basis. Lectures and seminars/exercises will take place on-line. Students can find the information regarding the possibility of an on-line connection in the electronic board of the respective course in AIS2.
4. Lecturers are required to prepare and keep an attendance list of students throughout the entire semester. The responsibility for availability of attendance lists lies with the heads of departments.
5. Home office is possible only after preceding content of an immediate supervisor and the records are to be kept in accordance with the instructions.
6. The management staff will issue a certificate confirming that a respective employee is required to be present at work under Annex No. 1 to Rector's Order No. 12/2021.
7. Entry of people other than members of UPJŠ staff into the Aristotle and Plato buildings (checking the OPT regime and registration upon entry) will be recorded by a gate-keeper.
8. This Guideline repeals Guideline No. 3/2021 of the Dean of the Faculty of Arts of UPJŠ in Košice to Organisation and Conditions of Educational Process at the Faculty of Arts of UPJŠ in the academic year 2021/2022 dated 12 November 2021.
9. This Guideline comes into force and effect on 25 November 2021.
10. If the epidemiological situation or the respective legislation changes, this Guideline will be amended in accordance with the applicable Rector's order.

Košice 25 November 2021

prof. PhDr. Oľga Orosová, CSc.
Dean of the Faculty of Arts of
UPJŠ in Košice