

**Guideline No. 5/2021 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 13 December 2021

In compliance with Clause 1 of *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. The examination period in the winter semester of the academic year 2021/2022 will be governed by the Schedule of the Academic Year 2021/22 - <https://intranet.upjs.sk/op/op.Public.php?documentid=5665>
2. The examinations will be conducted by a distance method, usually by videoconference or other means of information and communication technology without physical presence (hereinafter also referred to as "online transmission"). If a student does not have the technical equipment necessary to conduct the examination by means of online transmission or in other cases of special consideration that prevent the student from conducting the examination online, he/she shall immediately notify the examiner and the head of the relevant department of the Faculty of Arts of UPJŠ by e-mail with the subject line Request for change of of the method of examination. The request must contain the student's name, degree of study, study programme, subject of the examination and a brief justification of the request. The technical requirements for the examination, the date and method of delivery of the necessary documents, as well as the conditions for technical verification of the connection will be communicated to the students as soon as possible by e-mail message by the examiner in agreement with the head of the relevant department.
3. Only examiners and students may take part in distance examinations from the premises of the Faculty of Arts of UPJŠ, and only in unavoidable cases and in compliance with strict hygienic conditions and the principles of the OTP regime in accordance with Clause 4 of Rector's Order No. 12/2021. In this case, the examiner is obliged to verify the fulfilment of the compliance with the OTP regime (to exclude from the examination students who fail to demonstrate the compliance with the principles of the OTP regime) and to register the student's presence in the FF UPJŠ premises in the attendance list, indicating the time of the commencement and end of the examination.
4. This Guideline comes into force upon its signing and takes effect on 13 December 2021.
5. If the epidemiological situation, respective legislation or internal regulations of UPJŠ change, this Guideline will be amended.

Košice 7 December 2021

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