



Guarantor: Rector's Office

Košice 14.12. 2020

Č.j.: REK000425/2020-UPA/5173

**Rector's order No 21/2020**  
**for the implementation of teaching and implementation of work activities in the period**  
**from December 21, 2020 at UPJŠ in Košice**

In accordance with the provisions of § 15 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, and in connection with Art. 4 par. 3 of the Organizational Rules of UPJŠ in Košice, as amended, and on the basis of measures announced by the Government of the Slovak Republic, I issue the following

**order.**

1. At the UPJŠ in Košice (hereinafter referred to as the "UPJŠ"), the **emergency regime announced by RO No 17/2020 is being restored** With the effect from December 21, 2020.
2. I entrust the members of the UPJŠ Management, Deans of the faculties, Directors of university workplaces, Bursar and the Head of the Operations Department of the R UPJŠ to ensure this emergency regime of the university working mode during the 51st week **until January 10, 2021**, resp. by the date determined by the decision of the Monitoring and Coordination Board of UPJŠ.

Deadline: in text

Responsible: in text

3. The Head of the Operations Department of the R UPJŠ will ensure the operation of the university buildings according to the requirements for current winter and maintenance works.

Deadline: immediate and permanent

Responsible: senior staff

4. I order to follow the strict anti-epidemiological measures.

Deadline: immediate and permanent

Responsible: senior staff

5. During the emergency regime, the mandatory registration of foreign persons entering the UPJŠ premises is being restored.

Deadline: immediate and permanent

Responsible: senior staff

6. I issue an order to ensure the necessary measures for the working mode of the university in terms of operation and continuation of the distance form of teaching. Due to the current development of the epidemiological situation, full-time teaching of unfinished experimental subjects during the examination period of the winter semester in this Academic year is not possible. Full-time teaching can begin only in the summer semester of the Academic year 2020/2021, if the current epidemiological situation allows it.
7. I impose an obligation to the staff responsible for timetable scheduling at faculties to prepare an alternative timetables on summer semester AY 2020/21 in time so that, if necessary, teaching can begin first with theoretical disciplines by distance method and afterwards practical block teaching full-time.

Deadline: immediate and permanent  
Responsible: responsible staff for  
timetable scheduling at faculties

8. Work on projects with the physical participation of involved employees and PhD students is permitted, under the condition to occasional testing and an affidavit of non-infectivity.

Deadline: immediate and permanent  
Responsible: senior staff

9. The examination period begins according to the schedule. It is possible to held an exam in-person and by distance method while observing the following conditions:  
The examiner will publish all dates (including pre-terms) of exams no later than in the last week of the teaching part of the semester, and the dates must be listed in sufficient numbers and evenly distributed through examination period. At the date of the exam, it must be stated whether it will be carried out in-person (usually oral or practical) or by distance method. In case of in-person exam, it is the duty of both the examiner and the student to provide a negative **result of the antigen or PCR test not older than 72 hours**, or a confirmation of overcoming the COVID-19 disease not older than 3 months. Maximum number of students in one date of in-person exam is 5, or the time schedule of the exam is provided so as to minimize the number of attendees to a maximum of 5. Registration of all dates and registered students is carried out solely through AIS. The examiner may offer an alternation of the form of an exam during the examination period, but may only opt for the distance method. If the teacher prefers to held an exam in-person and the student explicitly requests the distance method, the examiner must comply.

Deadline: immediate and permanent  
Responsible: senior staff

10. In the period from December 28, 2020 – December 31, 2020 in accordance with Art. 25 par. 3 of the effective Collective Agreement, as amended by its Annex no. 1 **I determine** the collective take-up of the leave. For necessary working reasons, the exception is permitted by the Rector of UPJŠ.
11. In days from December 21, 2020 – January 10, 2021, with the exception of days according to par. 10 of this order, **I decree** to give priority to the take-up of the leave planned for 2020.  
In the case that UPJŠ employee has already took-up the leave, **I determine** the work in the "home office" mode **at the time specified in this paragraph**, with the exception of providing:
  - a) necessary services for the operation of buildings,
  - b) operation of research and educational infrastructure,
  - c) the necessary economic and administrative work related to the end of 2020.

Employees who will work in the "home office" regime during that period are entitled to a full-time salary. Employees who are not allowed to work in the "home office" regime are entitled to paid leave with a wage compensation of 80% of the average wage. In addition to academic officials, only senior employees and UPJŠ employees authorized by them may stay at workplaces at a given time.

Deadline: immediate and in text  
Responsible: senior staff

12. The secretariats of the rector and deans of faculties, as well as the administration of the Rectorate and deans of faculties, similarly to the activities of operational departments will be carried out in a reduced regime according to the instructions of the bursar, secretaries of faculties, resp. heads of offices.

Deadline: immediate and in text  
Responsible: senior staff

13. UPJŠ students are advised to minimize their stay in Student dormitories until the end of January 2021.
14. I reduce the accommodation fees to 1/3 of the monthly rate for the months of November, December 2020 and January 2021, for students accommodated in Student dormitories of UPJŠ whose accommodation was interrupted during the emergency regime.
15. In the period from December 21, 2020 to January 10, 2021 I stop the dispensation of meals. Bursar and secretaries of the faculties will provide alternative meals in the form of meal vouchers to employees who will work in the "home office" regime.

Deadline: in text  
Responsible: senior staff

16. Employees who are subject to the obligation of quarantine or isolation **are obliged** to notify the relevant senior staff and the personnel department and at the same time agree with the senior staff on how to carry out their work duties from home. If the employee will not be able to be available to the employer to perform his work activities in full, the employer will justify the employee's absence during his personal obstacle at work, which is a quarantine measure or isolation, if recognized by a doctor on sick or leave to take care for a family member, or allow him to take leave or unpaid leave.

Deadline: in text  
Responsible: in text

### Final provisions

1. This order enters into force on December 14, 2020.
2. The employees and PhD students will be informed about the obligations arising from this order by senior staff.

prof. RNDr. Pavol Sovák, CSc.  
Rector of UPJŠ