

## **PRESIDENT'S RESOLUTION OF THE 11TH MARCH 2020 WHICH ESTABLISHES MEASURES RELATED TO THE HEALTH SITUATION CAUSED BY COVID-19**

In compliance with the duty of protection established in Spanish Law 31/1995, of the 8th of November, on Health and Safety at Work, the Universidad Carlos III de Madrid must guarantee the health and safety of its staff in all work-related aspects, implementing preventative actions and adopting the necessary measures to ensure health and safety.

In order to manage the health alert caused by COVID-19 at the present time, in accordance with the evolution of the current scenario and in line with the decisions made by the Health Council, Order 338/2020 (Official Gazette of the Community of Madrid, no. 59, of the 10th of March 2020),

### **RESOLUTION:**

#### **1. SCOPE OF APPLICATION**

The present resolution will be applied to all Teaching and Research Staff and all Administrative and Services Staff who provide their services at the Universidad Carlos III de Madrid, as well as to all students.

#### **2. GENERAL MEASURES IN TERMS OF STAFF**

##### **2.1. Holding meetings**

In general terms, only strictly necessary work-related meetings and collegiate bodies for the operation of services will take place. Distance meetings are recommended by means of email, video conference, or any other acceptable form of electronic communication.

Conferences, workshops, seminars and training courses scheduled at the Universidad Carlos III de Madrid will be cancelled, unless organisers choose to suspend them. Off-site activities will continue as usual.

Study rooms in Universidad Carlos III de Madrid libraries will be closed. However, individual assistance services for Teaching and Research Staff (PDI) for necessary research can be organised.

All university sporting activities have been suspended.

## **2.2. Secondment**

Secondments and travel will only be authorised for work-related reasons within the Community of Madrid.

## **3. MEASURES FOR TEACHING AND RESEARCH STAFF**

### **3.1. Public examinations and competitions of PDI posts**

In the convened proceedings for access and provision of posts for PDI, public events shall be held, provided the President of the Commission does not consider any evidence of risk at the time of the event. The deadlines for proceedings are extended by half.

## **4. MEASURES FOR ADMINISTRATIVE AND SERVICE STAFF**

### **4.1. Flexible working hours measures**

The necessary measures will be implemented in order to coordinate the provision of service with the need for balancing personal and family life and the protection of those who are particularly vulnerable, according to medical criteria.

A shift system for the provision of face-to-face services for seconded staff may be established by the heads of services and units, ensuring that the highest possible number of employees should work via telecommuting, reserving on-site services for essential operations of the unit.

## **5. MEASURES APPLICABLE TO TEACHING STAFF**

The suspension of on-site teaching activities does not imply the complete suspension of activity, as this should be replaced wherever possible with off-site activities catering to the features of each degree.

In order to relieve the effects of the suspension of on-site teaching activity, the academic calendar is being modified in order to adjust all teaching and assessment activities, adapting the rest of the academic proceedings.

These measures apply to both official study schemes (Bachelor, Master and PhD) and own degrees, including those that are not taught at UC3M facilities. This includes all other forms of on-site teaching activity that take place at the University (training courses, UC3M

Senior, university classes, sports schools, language courses, university extension courses, etc.).

Likewise, measures to be taken if the suspension of teaching activities lasts longer than stated in Order 338/2020 are being considered.

### **5.1. Curricular and extracurricular internships**

Collaboration grants for training, curricular and extracurricular internships in external companies and institutions may continue, if permitted by the external organisation. Those that take place within University facilities will remain suspended.

### **Final Degree (TFGs) and Masters (TFMs) Thesis**

During the 15-day suspension of on-site teaching activity, on-site final Degree and Master's thesis lectures will be suspended. Those students participating in practical activities in facilities that do not violate the instructions of Order 338/2020 may continue.

Academic transcripts of final degree thesis will be delivered by the tutors responsible in accordance with the new academic calendar.

### **5.2. Doctoral thesis defence**

It is recommended that during these two weeks, doctoral thesis defence acts should not take place. In those cases, in which they cannot be delayed, for justified reasons, they must take place behind closed doors and, if necessary, via video conferencing.

### **5.3. Mobility**

Regarding the students at the University as part of the Erasmus mobility programme and other non-European mobility programmes, general measures will apply, and specific assistance service channels will be available. In regard to students completing their Erasmus programme at other universities and in high risk zones, they have constantly received resolutions from the Spanish Erasmus Agency (SEPIE), that will allow them to cancel or postpone their stays with the consideration of a force majeure. Suspension of those official stays within the framework of non-European mobility programmes in high risk zones shall be deemed as force majeure cancellation. The University is implementing the necessary procedures in order to guarantee these students' grades.

## **6. MEASURES APPLICABLE TO RESEARCH ACTIVITY**

Research and transfer activities will continue as usual in accordance with Order 338/2020. Activities that involve large groups of people should be avoided as much as possible.

## **7. UPDATE OF INFORMATION**

Section “Information and measures from UC3M related to COVID-19” on the University website [www.uc3m.es](http://www.uc3m.es) will continue to be updated with information related to COVID-19.

## **8. FINAL DISPOSITION**

The present Resolution will be effective whilst the suspension of on-site educational activity at the University is maintained, according to Order 338/2020 and will be subject to the measures of application adopted by the relevant authorities that may affect their contents.

Madrid, 11th March 2020.

President

Juan Romo Urroz