

## **INSTRUCTION OF APRIL 15<sup>th</sup> 2020, BY THE VICE RECTOR FOR ACADEMIC PROGRAMS, ESTABLISHING THE FRAMEWORK FOR THE ADAPTATION OF TEACHING ACTIVITIES FOR THE COMPLETION OF THE 2019/20 ACADEMIC YEAR.**

The purpose of this Instruction is to provide with a transparent framework of the actions for both, students and faculty, in order to complete successfully the academic year in spite of negative impact of the COVID-19 pandemic.

In view of the adaptation criteria proposed by the Ministry of Universities, by the Network of University Quality Agencies (REACU) and by the Fundación Madrimasd Quality Agency, a flexible framework is defined by permitting the Schools to adopt measures in accordance with the requirements of the different degrees.

These directions are adopted in coordination with the Vice Rector for Strategy and Digital Education, the Vice Rector for Students, and the Deans of Schools.

### **1. TEACHING ACTIVITY**

In accordance with the Rector's Resolution of April 2<sup>nd</sup>, 2020, classes scheduled for the 2019/20 academic year will continue online until their full completion. The Instruction of the Vice Rector for Strategy and Digital Education (March 10<sup>th</sup>, 2020) and their "Guidelines for on Online Teaching" will be applied.

In general, online classes will end on May 22<sup>nd</sup>, 2020. However, those professors who started teaching online before March 18<sup>th</sup> may adjust the end of classes according to their date of beginning teaching.

The survey of the quality teaching of the second quarter will be carried out in the scheduled dates. A new question will be included in the survey to assess the adaptations for online teaching made in the subjects.

### **2. ADDENDUM TO THE TEACHING GUIDES OF THE SUBJECTS**

In order to comply with the recommendations of the Ministry of Universities and Fundación Madrimasd, the course coordinators must complete and introduce into the REINA application before May 8<sup>th</sup>, 2020, an addendum to the course program in the format and according to the university protocol.

This addendum (Appendix I) will set out the adaptations of teaching and assessment activities for the transition to online teaching, which should ensure the acquisition of the essential competences:

- (a) Tools and platforms used for the development of teaching activities
- (b) Adaptation of teaching activities and their scheduling, including laboratory activities (if applicable).
- (c) Evaluation system: number and type of deliverables. Percentage values of continuous assessment and final test.

The academic responsible of the degree will publish the adaptations made in the subjects of "Internships" and final projects.

In order to guarantee compliance with the commitments made in the Internal Quality Assurance System, and to ensure the academic coherence of the proposed curricular adaptations, it is essential to coordinate the work of the Academic Committees of the degree courses, which will have to validate the suitability of these measures.

In this sense, the Deans will urge the Vice-Deans of Quality, and the Director of the Schools of Graduate Studies, to summon the corresponding meetings of the Academic Commissions of the degrees.

### **3. EXPERIMENTAL LABS**

These experimental laboratory practices that have not been completed at the time of the suspension of classroom teaching must be completed through the development of virtual projects, practical activities in simulation environments, case analysis or through other distance learning activities that allow the acquisition of the expected competences and learning outcomes.

The coordinators of the courses with experimental teaching must describe in the addenda to programs the adaptations made to this type of activities.

### **4. CRITERIA FOR THE ASSESSMENT**

The Vice Rector for Strategy and Digital Education will publish a "Guide to Assessment Tests in Times of Emergency Online Teaching", which describes different types of tests and the tools available for their implementation according to the characteristics and needs of each subject.

#### Continuous evaluation, final deliverables and exams

The weight of continuous assessment initially defined in the subject program (REINA sheets) may not be reduced. On the contrary, and due to the special circumstances of

this course, it is recommended to adapt the assessment systems initially foreseen by increasing the weight of continuous assessment in the final grade of the course.

The final assignments may consist of the submission of papers, projects, case studies, problems, etc. previously made by the student, in addition to the synchronous and oral exams.

When a subject has no final test or its weight is less than 60%, students who have not completed the continuous assessment process will be entitled to take a test with a value of 60% of the mark. This value will become 100% when the student accredits to his teacher that s/he cannot follow the classes for a justified reason, among others, the following:

1. Illness of the student, or illness or death of family members.
2. Lack of sufficient computer resources to monitor online teaching activities.
3. Outgoing students who, due to their late return to UC3M, have not been able to carry out continuous assessment.
4. Students who have substituted internships for another optional subject, joining classes late.

In the case of the previous paragraph 2 or others whose accreditation is not possible, it may be substituted by a declaration of the student's responsibility to the professor, who must keep it together with the rest of the documentation for the evaluation of the subject.

Inclusive procedures will be established for students with special needs.

#### Oral exams

The requirements of the Instruction of the Vice Rector for Academic Programs on taking final oral exams (published in the BOEL of November 20<sup>th</sup>, 2019), will not apply to online exams taken this academic year. Final exams that consist exclusively of an oral exam, unless a panel assesses them, must be recorded to leave documentary evidence both in the degree accreditation processes and in the grade review processes. The recording will not be necessary when the purpose of the oral examination is to present or comment individually or in a group an exercise, work or project previously submitted, since these written documents allow evidence of the evaluation system.

#### Academic Integrity

The Code of Ethics and the Code of Good Practices, in particular their recommendations on the conduct of examinations or assessments of knowledge, can be extended to the context of online learning. Likewise, the Instruction of the Vice-Rectors for Academic Programs and for Students, Social Responsibility and Equality

(BOEL of July 21<sup>st</sup>, 2017) on the legal regime and disciplinary procedure applicable to UC3M students in academic evaluation processes, applies to online evaluation.

With the sole purpose of verifying the fulfillment of such conditions, with the student's previous knowledge and only during the duration of the online examinations, the professor may monitor or record the student's activity subject to evaluation. The student may decline to sit for the examination and obtain dispensation from call if requested in accordance with Section 10.a) of this Instruction.

#### Exam Review

The review of the exam will be carried out in an online way on the day and time scheduled for this purpose by the teacher, enabling synchronous sessions to ensure interaction between the teacher and the student through any of the tools available. In this session, the documents that have served as a basis for the grade will be made available to the student so that s/he/ can check them. In case it is not possible to have a simultaneous session, the review can be done through the corporate e-mail.

## **5. INTERNSHIPS**

The period for carrying out and evaluating internships is extended until October 31<sup>st</sup> and only in exceptional cases, until November 30<sup>th</sup>, 2020.

The academic tutors of the internships will specify the adaptations made to the course:  
-The number of training hours of internships done by the students, either in person or online, for the acquisition of the skills and the achievement of the expected learning results, which should be around 50% of the number initially established, except in the case of specific regulations.

- Complementary training activities will be provided (works, projects, consultancy reports or practical cases) to the students in order to reinforce the achievement of the expected learning results in this course.

- Adaptations, if necessary, of the evaluation system of the subject.

## **6. LANGUAGE TESTS**

The period for conducting and evaluating language tests (English subjects, second language, etc.) is extended until October 31<sup>st</sup>, 2020. However, whenever possible, they will be held online on the dates initially planned.

## **7. FINAL PROJECTS**

The deadline for the submission of final projects is extended to October 31<sup>st</sup>, 2020, and their assessment may be extended in exceptional cases to November 30<sup>th</sup>.

However, whenever possible, evaluations of the final projects will be carried out in June, July and September. To facilitate the completion of the final project:

- Undergraduate Schools may agree to evaluate the bachelor projects without the need for a presentation before the committee of examiners. In which case the evaluation rubrics will be adapted.
- All the University Schools (undergraduate and graduate) will facilitate the presentation of the final projects by remote procedures. To this end, the university will prepare a protocol that guarantees the identity of the student and the possibility of interaction with the committee. For international students who have returned to their countries, the university will carry out the presentation online, even if face-to-face activities have resumed.

## **8. DOCTORAL THESES**

The Director of the Doctoral School may authorize the presentation of doctoral theses by videoconference, following a request from the doctoral student with the approval of the Academic Program Committee. Thus, in accordance with the procedures set out in the Instruction dated March 13<sup>th</sup> 2020, in which it is guaranteed:

- a) Access to the videoconference by any interested person.
- b) The accreditation of the identity of the doctoral student with the appropriate guarantees.
- c) The deliberation of the committee without an audience, as well as the secret vote of the mention cum laude.

## **9. EXTENSION OF THE DEADLINE FOR JUSTIFYING THE COMPLETION OF PREVIOUS STUDIES FOR ACCESS TO UNIVERSITY MASTER'S AND DOCTORAL PROGRAMMES.**

The justification of the university degree required for access to the Master's and Doctorate programs may be made until December 31<sup>st</sup> 2020. In any case, admission and registration will be conditional until this accreditation becomes effective.

## **10. ADAPTATIONS TO THE RULES OF REGISTRATION AND PERMANENCE OF STUDENTS**

- a) In the ordinary call of the second quarter and in the extraordinary call, students may request a waiver for justified cause due to the pandemic caused by COVID-19. This waiver may be applied to any subject in the curriculum, including first-year courses. The request will be granted if the student does not attend the corresponding call.
- b) Students who do not present themselves at any of the calls may request the cancellation of the registration for the second quarter's subjects, without the right to a refund.

c) When the internships or the final project of the studies could not be completed due to the suspension of the face-to-face activities in the 2019/20 academic year, the cancellation may be requested with a refund of the amount paid for the registration.

d) Students who have been forced to cancel their registration of any subjects due to the COVID-19 will be allowed to keep their registration of their final project.

e) The Schools may allow the presentation of the Final Project to those students who have passed 85% of the ECTS of the degree.

## **11. MODALITIES OF EVALUATION IN THE ORDINARY CALL OF THE SECOND QUARTER AND EXTRAORDINARY CALL**

The evaluation of the subjects of the second quarter in the ordinary call will be carried out by means of remote systems.

The possibility of face-to-face evaluation in the extraordinary call will depend on the evolution of the health situation. In the next Governing Council, the University will decide on either face-to-face or online nature of this call.

## **12. ACADEMIC CALENDAR**

The following adaptations are made to the academic calendar for the 2019/20 academic year (Appendix II)

- The calendars for the undergraduate and graduate degrees are unified.
- Classes will end on May 22<sup>th</sup>. The last week of classes will be flexible, depending on when online teaching began.
- The examinations of the ordinary call will take place from May 25<sup>th</sup> to June 9<sup>th</sup>
- The examinations of the extraordinary call will take place from June 22<sup>nd</sup> to July 10<sup>th</sup>, being able to reduce this period if the evaluation is online.
- The deadline for the completion and evaluation of the internships and language tests are extended until October 31<sup>st</sup>.
- The deadline for the delivery of the Graduate Final Project is extended until October 31<sup>st</sup> and its evaluation may be extended in exceptional cases until November 30<sup>th</sup>, 2020.
- Graduation ceremonies are suspended.

In Getafe, on the date of the electronic signature.

(This translation of the official Instruction in Spanish is valid only for informational purposes)

**APPENDIX I: ADDENDUM TO THE TEACHING GUIDE**

**ADENDA A LA GUÍA DOCENTE 2019/20 - ADDENDUM TO THE 2019/20 COURSE DESCRIPTION**

**MEDIDAS ESPECIALES PARA LA TRANSICIÓN A LA DOCENCIA NO PRESENCIAL POR COVID19. ADAPTACIONES DE LAS ACTIVIDADES DOCENTES Y DE EVALUACIÓN  
SPECIAL MEASURES FOR ADAPTATION OF TEACHING AND EVALUATION ACTIVITIES DUE TO COVID19- TRANSITION TO NON PRESENTIAL TEACHING**

**Curso Académico: 2019/2020**

**Asignatura:**

**Código:**

**Titulación:**

**Coordinador/a:**

**Fecha de Actualización:**

**1. HERRAMIENTAS Y PLATAFORMAS UTILIZADAS PARA EL DESARROLLO DE LAS ACTIVIDADES DOCENTES**

**1. TOOLS AND PLATFORMS USED FOR THE DEVELOPMENT OF THE ACTIVITIES**

- En este apartado deben detallarse las plataformas, herramientas y recursos utilizados para la transición al modelo de enseñanza-aprendizaje en modalidad no presencial, y para el conjunto de actividades síncronas y asíncronas realizadas. A modo de ejemplo: Blackboard Collaborate, Aula Global (Moodle), Google Hangouts Meet, ...
- También deben indicarse el tipo de metodologías empleadas. A modo de ejemplo: sesiones síncronas, grabaciones de clases, subida de materiales a Aula Global, preparación de ejercicios, utilización de foros, chats, realización de tutorías, exposiciones en aulas virtuales, realización de trabajos ...

**2. ADAPTACIÓN DE LAS ACTIVIDADES Y DE LA PROGRAMACIÓN TEMPORAL DE LAS MISMAS**

**2. ADAPTATION OF TEACHING ACTIVITIES AND TIME SCHEDULE**

- En este apartado deben detallarse los contenidos formativos desarrollados en la asignatura, con indicación de la eliminación o adaptación que haya podido producirse, y/o de la reorganización temporal en la impartición de estos que haya podido producirse

**IMPORTANTE:** En asignaturas con experimentalidad, deben detallarse las actividades realizadas para dar cobertura al aprendizaje de tipo práctico realizadas en sustitución de los laboratorios, de manera que se pueda garantizar la adquisición de las competencias de los estudiantes

**3. SISTEMA DE EVALUACIÓN**

**3. ASSESSMENT SYSTEM**

- En este apartado debe describirse el proceso de evaluación continua empleado para la evaluación de la asignatura (conjunto de elementos considerados para la misma)
- También debe indicarse el tipo de evaluación final empleado, en su caso (entrega trabajo, ensayo o proyecto, examen tipo test, prueba oral, etc.)

% EVALUACIÓN CONTINUA	% EVALUACIÓN FINAL
%valor	%valor

