

INSTRUCTION OF MARCH 16th 2020, OF THE VICE-RECTOR OF ACADEMIC PROGRAMS OF THE UNIVERSIDAD CARLOS III DE MADRID, WITH ADDITIONAL DIRECTIONS FOR THE CONTINUITY OF TEACHING AND ASSESSMENT ACTIVITIES IN NON-FACE-TO-FACE TEACHING AND TO FACILITATE THE OBTAINING OF REQUIRED CREDITS BY STUDENTS IN CURRICULAR INTERNSHIPS.

In accordance with the Rector's Resolution of March 14th, 2020, which establishes additional measures related to the health situation caused by the COVID-19, the Vice-Rector of Academic Programs, in coordination with the Vice-Rector of Strategy and Digital Education and Deans and Directors of Schools, establish new directions on non face-to-face teaching activities, and for facilitating the obtaining the required credits by the students attending curricular internships.

The Vice-Rector of Strategy and Digital Education will publish guides to facilitate the transition to non- face-to-face teaching.

Direction on non face-to-face teaching:

1. The coordinators of the subjects and the faculty responsible of the teaching groups, considering the skills to be acquired by the students, will be able to **make the needed adaptations on the contents, and in the timing schedule** of the subjects. They will inform the students of these changes through **Aula Global**.
2. The teaching activities developed in a **synchronous way** that will start next **March 18th, 2020**, and will take place during the initial classes scheduled sessions of subjects.
3. The updated teaching contents will be made available to the students in Aula Global incrementally, in accordance with the new schedule timing of subjects.
4. The connection to the online classes given in a **synchronous way** and other interactive activities will be considered **equivalent to the attendance at the classroom**.
5. In these extraordinary circumstances **intensification of continuous evaluation** activities is strongly recommended. This could imply to **adapt initial the grading systems**. These changes must be communicated to the students in Aula Global. Depending on the evolution of the health situation, new measures may be adopted regarding the academic calendar and the final face-to-face exams.

Curricular Internships:

The University will facilitate the distance learning of the internship once authorized by the external institutions and companies. Otherwise, and due to the total suspension of the curricular internships, the Deans and Directors of the Schools, in agreement with the responsible of degrees, will implement other measures to facilitate the obtaining of these credits by the students. In particular:

1. To allow the evaluation of the student when he/she has completed 50% of the initially planned hours. In the case that the total number of practical training does not reach 50 % of the initially scheduled hours, the director of the degree will authorize the evaluation when the goals and skills acquired during the internship are guaranteed. To this end, the evaluation activities initially planned in the training program may be modified, and completed with essays, projects, resolution of practical cases and other similar activities.
2. To allow students cancel the registration of the elective subject of External Practices, and to authorize their registration in other elective subjects.

Any case, the University will facilitate the continuity of the face-to-face curricular Internships that could not be evaluated, once face-to-face teaching activities are resumed.

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