

**COMMUNICATION OF THE VICE-RECTOR OF STUDENTS AND EQUALITY ABOUT THE MEASURES TO ADAPT THE UNIVERSITY TO THE TEMPORARY SUSPENSION OF FACE-TO-FACE EDUCATIONAL ACTIVITY**

As a result of the suspension of face-to-face educational activities from 11 to 25 March at the universities of Madrid, adopted by Order 338/2020, May 9<sup>TH</sup>, of the Regional Ministry of Health adopting preventive measures and public health recommendations in the Community of Madrid as a result of the situation and evolution of the coronavirus (COVID-19), an update of academic calendars, student evaluation and the use of facilities or resources for distance learning are being carried out.

On the other hand, several alternatives are proposed for establishing a flexible framework that allows faculty implement the measures they consider most appropriate for teaching and learning and assessment activities, taking into account the specific characteristics of their subjects.

Within this framework, the coordinators of subjects, together with the professors responsible for the groups, will make the changes in both programming and evaluation systems that they consider convenient, adapting approved syllabus to the exceptionality of the current situation, in order not to harm our students.

These changes in the programming of the subjects, in the evaluation systems, the tutoring regime, etc. must be communicated to the students in Aula Global.

For this purpose it is agreed:

**1.Updating of academic calendars**

New calendar from March 10, 2020 (see appendixes)

**2.Teaching activities:**

-Students must be guaranteed with access through Aula Global to the teaching materials and all resources related to the planned contents in this period in order to facilitate autonomous study.

-In addition, it is recommended to use the resources available for online class participation. In the next few days, instructions will be provided on the tools available and procedures to be followed. The following actions are established in order to achieve this:

1. All faculty members will be able to use *Blackboard Collaborate* to teach live to their students at the scheduled time. Classes taught through this tool can be recorded and published on *Aula Global*.
2. *Powerpoint* can also be used by faculty members for recording videos that include voice.
3. Faculty members can also take advantage of content they have produced in OCW, SPOC or MOOC format for online teaching complemented with opportunities for online interaction.

-Tutorials will be held in the Aula Global, which can be either interactive through visual communication resources available (*Google Hangouts Meet*) or by e-mail.

-At the faculty discretion, the laboratory practices of the experimental subjects may be replaced by other types of training activities that guarantee the acquisition of the expected competences, or if necessary, they will be carried out in an intensive way when the teaching activities are restarted.

-Libraries and common spaces (collaborative study desk and rooms) will be closed from March 11<sup>TH</sup> to March 25<sup>th</sup>, 2020.

-Due to the novelty of this situation, additional ways of teaching could be made available as appropriate.

### **3. Evaluation tests**

-The first final paragraph of the regulations governing the processes of continuous assessment approved by the Governing Council in its session of 31 May 2011, establishes that "exceptionally, in the case of a student who, for duly justified reasons, has not taken all the continuous assessment tests (of the subject), the teacher may take the measures he or she considers appropriate so as not to affect the grade". In the current exceptional situation, it is of special importance to adopt all those possible measures in order not to harm the students' qualification.

-Wherever possible, evaluation tests that are currently carried out in person will be replaced by others that do not require this presence: works, projects, etc. Midterm master's exams that cannot be replaced by other non-attendance tests, will be moved to the ordinary period of exams of the second quarter.

-In the case of not completing the continuous evaluation process, the final exam of the ordinary period could be worth 100%.

-The evaluation of Final Projects (TFG, TFM) that cannot be postponed, can be defended in a non-attendance way using the visual communication media available at the university.

#### **4. International students**

-The university has recommended that incoming international students stay in Spain for the entire academic year. However, for those students who return to their countries of origin and do not rejoin the UC3M for justified reasons once the activity has resumed, non-attendance evaluation tests will be provided as far as possible. In the event that these remote assessment activities cannot be carried out, it will be guaranteed that the final exam will be taken remotely with the support of the corresponding services of the university of origin.

-Those outgoing students who were enrolled in a mobility program and who, due to the COVID-19 epidemiological incidence, request to return to academic activity of the Universidad Carlos III de Madrid, will be readmitted. Their absence will be considered justified until the time of reinstatement and, as far as possible, they will be facilitated in carrying out continuous assessment activities. In the event that they are unable to carry out these activities, they will be entitled to a final examination in the ordinary call with a value of 100% of the qualification.

In Getafe, on 11<sup>th</sup> March 2020

*(This translation of the official communication in Spanish is valid only for informational purposes. The Spanish version is the valid one in case of interpretation conflicts)*

## **APPENDIX 1. UPDATE OF THE 2019/20 ACADEMIC CALENDAR**

### **UNDERGRADUATE STUDIES AND REGULATED ENGINEERING MASTER PROGRAMS**

#### **(MAIN CHANGES)**

1. Temporary suspension of face-to-face educational activity in the period from March 11 to March 25.
2. Change of the end of classes of the second term to May 20.
3. Change of the examination period of the second term from May 21 to June 5 (including Saturdays 23 and 30 of May). This period could be modified if the scheduled dates for the university access exams are not modified.
4. Change of the extraordinary examination period from June 18 to July 3. This period could be modified if the scheduled dates for the university access exams are not modified.
5. The grades of exams of the subjects of the ordinary exam period must be delivery by faculty before 23:59 hours on June 12, to guarantee that students will know if they have to attend or not the extraordinary call.

**ACADEMIC CALENDAR YEAR 2019/20**  
**BACHELOR'S DEGREES AND REGULATED ENGINEERING MASTER PROGRAMS**

September							October							November							December							January							February												
wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
							1	5	30	1	2	3	4	5	6	9					1	2	3	14	2	3	4	5	6	7	8	1	30	31	1	2	3	4	5	2							
1	2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	10	4	5	6	7	8	9	10	E1	9	10	11	12	13	14	15	E2	6	7	8	9	10	11	12	2	3	4	5	6	7	8	9
2	9	10	11	12	13	14	15	7	14	15	16	17	18	19	20	11	11	12	13	14	15	16	17		16	17	18	19	20	21	22		13	14	15	16	17	18	19	3	10	11	12	13	14	15	16
3	16	17	18	19	20	21	22	8	21	22	23	24	25	26	27	12	18	19	20	21	22	23	24		23	24	25	26	27	28	29		20	21	22	23	24	25	26	4	17	18	19	20	21	22	23
4	23	24	25	26	27	28	29	9	28	29	30	31	13	25	26	27	28	29	30									1	27	28	29	30	31		24	25	26	27	28	29	5	24	25	26	27	28	29

March							April							May							June							July							August												
wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
							1	9	30	31	1	2	3	4	5	14					1	2	3	1	1	2	3	4	5	6	7	1	1	2	3	4	5										
6	2	3	4	5	6	7	8	10	6	7	8	9	10	11	12	15	4	5	6	7	8	9	10	8	8	9	10	11	12	13	14	6	6	7	8	9	10	11	12								
7	9	10	11	12	13	14	15	11	13	14	15	16	17	18	19	11	11	12	13	14	15	16	17	15	15	16	17	18	19	20	21	13	13	14	15	16	17	18	19	3	3	4	5	6	7	8	9
8	16	17	18	19	20	21	22	12	20	21	22	23	24	25	26	11	18	19	20	21	22	23	24	22	22	23	24	25	26	27	28	20	20	21	22	23	24	25	26	10	10	11	12	13	14	15	16
	23	24	25	26	27	28	29	12	27	28	29	30	12	25	26	27	28	29	30	31	29	29	30	27	27	28	29	30	31	17	17	18	19	20	21	22	23										
																														24	24	25	26	27	28	29	30										
																												31																			

State and regional holidays	
Oct 12; Nov 1; Dec: 6, 8, 25; Jan 1, 6; Apr 9, 10 ; May 1, 2; Aug 15	
Local holidays	
Getafe	May 21 and Jun 1
Leganés:	Oct 11 and Ago 17
Colme:	May 15 y Jul 24
Non-school days	
Dec 23 to Jan 7	
April 6 to 10	

	<b>WELCOME EVENT NEW DEGREE STUDENTS</b>
	<b>START CLASSES</b>
	<b>END OF CLASSES</b>
	<b>TUTORIAL SESSIONS</b>
E1	<b>EXAMS INCOMING NO EU</b>
E2	<b>Ord. EXAMS (period 1)</b>
	<b>Ord. EXAMS (period 2)</b>
	<b>EXTRA EXAMS CALL</b>
	<b>GRADE GRADUATION CEREMONIES</b>
	<b>TEACHING SUSPENSION</b>

1st SEMESTER		2nd SEMESTER	
A	B	A	B
Sep 2 and 3			
Sep 4		Jan 27	
Dec 5	Dec 13	May 20	
Dec 10 to 20	Dec 16 to 20	---	
Dec 10 to 20	Dec 16 to 20		
Dec 10 to 20	Dec 18 to 20	May 21 to June 5	
Jan 8 to 17	Jan 8 to 21		
June 18 to July 3			
July 6 to 10			
March 11 to 25			

(A) School of Social Science and Law and the School of Humanities  
 (B) School of Engineering

Teaching model: 3 ECTS subjects have 1 session per week and are taught throughout the semester.  
 1st semester Exams (E1 december): subjects with higher proportion of incoming students; 3 ECTS Compulsory and Elective subjects; 6 ECTS Electives subjects; and the other subjects.  
 Delivery of records: On January 1st shall begin the 10 natural days period to complete the introduction of the grades corresponding to subjects examined in the December period. **The grades of exams of the subjects of the ordinary exam period must be delivery by faculty before 23:59 hours on June 12, to guarantee that students will know if they have to attend or not the extraordinary call.**  
 Observations: 2020's holidays, especially local ones, may vary depending on the official dates approved by the competent administration.

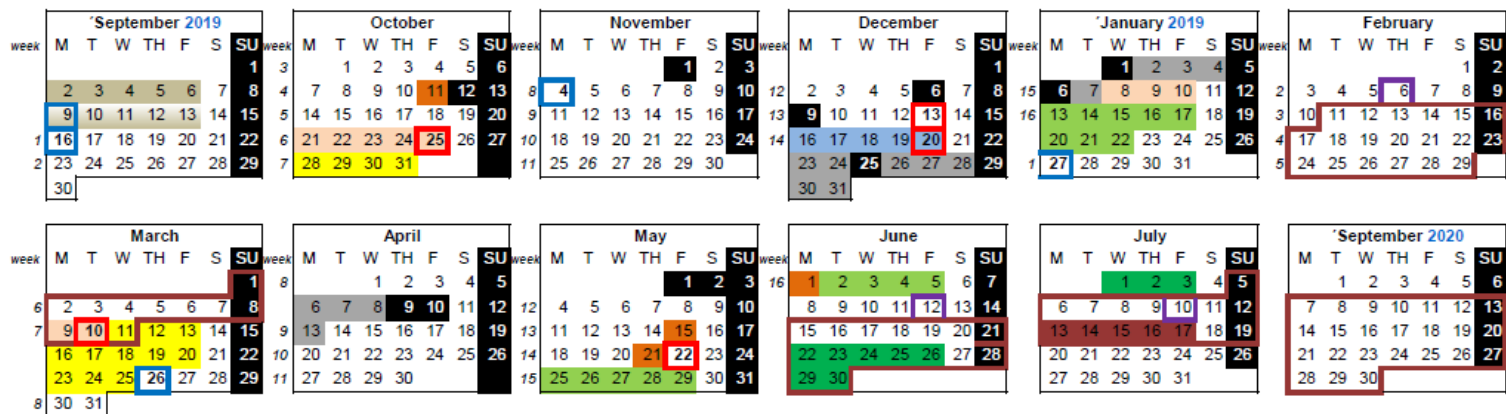
Update: 10/03/2020

## **APPENDIX 2. UPDATE OF THE 2019/20 ACADEMIC CALENDAR GRADUATE STUDIES**

### **(MAIN CHANGES)**

1. Temporary suspension of the teaching activity from March 11 to March 25
2. Change of the start of classes for the 2nd semester from March 23 to March 26.
3. Change of the end of the classes of the 2nd term from May 15 to May 22
4. Modification of the ordinary examination period: from May 25 to June 5 (previous period, from May 18 to May 27)
5. Modification of the extraordinary period of exams: from June 22 to July 3 (previous period, from June 16 to June 26)

**ACADEMIC CALENDAR COURSE 2019/20  
GRADUATE STUDIES - MASTERS**



Not school days	Bank Holidays	Academic Dates		Semester 1	Semester 2	Other dates	
		0 Courses and Complement Formative	16 September	2-13 September	27 January	C1	C2
23 Dec - 7 Jan 6 - 13 April	Local Bank holidays:	Opening of Classes Semester	16 September	9 Sept / 4 Nov	27 Jan / 26 March		
	Getafe Leganés Madrid-PT	Opening of Classes Term		Week 6 (Term)	Week 7 (Term)	Surveys	Week 6/7
	Subject to change upon approval of the 2020 official calendar	Recoveries and Tutoring		Week 15	Week 15	Term 1	Week 7
		End of Classes Semester	13 December	13 December	22 May	Surveys	Week 13
	National bank holidays	End of Classes Term	25 Oct / 20 Dec	25 Oct / 20 Dec	13 March / 22 May	Term 2 and rest	Week 13/14
		Exams subjects		28-31 October	TEACHING SUSPENSION	Closing of minutes	06-feb
		Term week 7-8		13-22 January	25 May - 5 June	Ordinary exams	12-jun
		Ordinary exams		22 June - 03 July		Closing of minutes	10-jul
		Retake exams				Retake exams	
		Master Thesis	Defense periods	Max. Date Registration	Defense periods	Graduation Ceremonies	13-17 July
		Defense	February-March	30-nov-19	11 Feb - 11 March	Cross-cutting activities	16-20 Dec
			June-July	31-mar-20	15 June - 19 July	days	
			September	31-mar-20	7-30 September	Approval by the Government Council	12-12-2018
						Update Coronavirus-CM	10-03-2020

Note:

The 2020 holidays, especially local, can vary according to the official dates approved by the competent authorities.

(\* Master in Legal Practice and Professional Masters of the Higher Polytechnic School have peculiarities regarding the overall schedule will be posted on their websites