

General directives for adapting course guides as a result of the extraordinary measures stemming from the suspensions of face-to-face teaching

Royal Decree 463/2020, of 14 March, which declares the state of alarm to manage the health crisis caused by COVID-19, orders that educational activities be suspended at all academic levels, including university education, and establishes that during the period of suspension educational activities be maintained as far as possible at a distance and online.

The Governing Council, at a meeting on 1 April 2020, ratified the Rector's instructions on measures to guarantee distance teaching in Decision CG/2020/02/05, which, together with Resolution 533/2020, of 12 March, act as the framework of action that allows schools to plan all the academic activities according to their own characteristics.

In addition, Section 1 of the Rector's communication of 3 April 2020 suspends face-to-face teaching in the second semester of the 2019-2020 academic year, with effect from 13 March and until the end of the teaching period, and establishes that all remaining teaching must take place online.

In this context it is essential to adapt the course guides to distance teaching by means of addenda and in accordance with the following general directives:

- It corresponds to the professors in charge of the subject, in coordination with the professors in charge of the degree, to draft a document on the changes proposed to the provisions of the course guide currently published for the 2019-2020 academic year.
- This document will be an addendum to the current guide, which will not be reconsidered or modified. The addendum will include the modifications that refer to the sections on the content and planning of the teaching activities and the assessment system, including the assessment method.
- In accordance with the Academic Regulations for Bachelor's and Master's Degrees (NAGRAMA), the assessment method for each of the subjects must be designed in such a way that the marks for all assessment activities are taken into account when calculating the final mark, that each activity is weighted proportionally to its study load, and that students cannot pass the subject by passing a single examination.
- The addenda must be approved by the school's director or dean. Their provisions will enter into force when this approval is given, without prejudice to the fact that a collegial body may ratify them later, if necessary, at an ordinary meeting and regardless of any modifications that may be made during the approval process.
- Students must be informed of the course guide addenda sufficiently in advance and in any event before 30 April. The addenda must be available on the ATENEA platform so that students can consult them.