

## Extraordinary measures for face-to-face teaching activities at the UPC given the COVID-19 health emergency

### Aim and scope

Given the suspension of face-to-face teaching activities at the UPC, the following extraordinary measures are enacted.

The suspension is declared with the aim of avoiding or preventing the simultaneous concurrence of large numbers of people at UPC facilities. The measure affects classrooms and computer rooms, which will remain closed, and libraries, which have suspended on-site services.

In all cases, access to UPC facilities will be restricted to members of the university community exclusively. Online arrangements are to be encouraged, via the e-Secretaria, the e-Services Portal and any other channels that schools may have.

The measures contained herein will be updated in view of health authorities' directives and may therefore be subject to change.

### Teaching activities

Given the situation, it is important to find alternatives to guarantee to the greatest possible extent the teaching that has already been planned and to give students the necessary resources and attention in their learning process. Teaching staff must endeavour to be available for communication with students and to answer their questions and queries in an agile manner.

Each school may design its own plan of action given the specific characteristics of their teaching and will ensure that staff and students are informed of the specific details of teaching support and distance learning. The University will use all the resources available to fulfil this objective.

#### 1. Assessment activities

Whenever possible, distance assessment methods will be followed using the teaching intranets (ATENEA, *racons*, etc.).

In any event, assessment activities scheduled in March will be postponed and carried out from 14 April onwards if possible.

When none of the previously mentioned options is a possibility, the scheduled assessment will be suspended. This must not have a negative effect on the calculation of students' final marks for the subject. Course guides must be understood as having been modified on this point.

Thesis defences due to take place in March are postponed and must take place from 14 April 2020 until the end of the period scheduled in the academic calendar.

#### 2. Practicals and laboratory activities

Teaching staff must foresee measures to carry out practicals and laboratory sessions via the teaching intranets (ATENEA, *racons*, etc.).

Only in cases in which this is impossible will the activities be postponed and rescheduled during the teaching period for each subject.

### 3. Lectures

Teaching staff must arrange for activities and materials corresponding to on-site lectures to be provided in the teaching intranets (ATENEA, *racons*, etc.).

### 4. External placement activities

Students on external placements must follow the instructions given to the company or institution where they are located. Schools must guarantee normal monitoring of placements.

Amendments of educational cooperation agreements to postpone the end date of placements are authorised when necessary, without this implying changes in the number of hours or the training plan.

## **Academic calendar**

### June and July 2020

Decision CG/2019/03/08, of 24 May, which approved the academic calendar for the 2019-2020 academic year, is amended to include 1, 2 and 3 July in the ordinary teaching period. Schools may consider additional days in July as teaching days, without this in any case implying changes to the enrolment deadlines foreseen in this section.

Decision CG/2020/01/07, of 27 February, which approved the academic calendar for the 2020-2021 academic year, is amended to allow previously enrolled students to enrol for bachelor's and master's degrees until 31 July 2020.

Schools may programme ordinary teaching activities during the month of July and adjust assessment, reassessment and curricular assessment calendars so that enrolment for the next academic year takes place between 27 and 31 July at the latest, this being the minimum enrolment period for current (not new) students.

Any problems with enrolment must be resolved in the first week of September 2020.

Schools' teaching calendars may be modified to include ordinary teaching activities in June 2020. Any updates to schools' academic calendars must be in accordance with teaching needs at each moment and health authorities' directives.

## **Means and procedures**

### 1. Support for teaching activities

Making the most of ATENEA as the main teaching tool is recommended. Teaching staff are hereby reminded of its potential and the functions it offers:

- Basic communication (chat, forum)
- Submission of assignments - Questionnaire
- Attendance monitoring
- Virtual tutorials (hangout)
- Publication of ideas: audio recordings, presentations with sound, etc.

A page of resources and links to all possible websites, such as the ATENEA homepage, the Libraries Service's toolbox, the Epicentre newsletter, ICT services, etc., must be prepared.

## 2. Teaching materials

Self-recording and self-service tools will be added to the catalogue of audiovisual production services.

## 3. Libraries

The suspension of on-site services at the libraries affects on-site, interlibrary and interuniversity lending services, training courses, advisory services, face-to-face procedures, etc. Only electronic copies of articles that do not require them to be scanned beforehand will be served.

Loans of books and documents will be renewed automatically until the extraordinary measures have ended.

Access to digital resources (electronic journals and books) will continue as normal via the Bibliotècnica eBib service. Digital documents deposited in UPCommons (including electronic books published by the UPC) will continue to be accessible to the university community.

Users must request information and services by writing to libraries' e-mail addresses.

## **Incoming/outgoing mobility and communication with other schools and universities**

The UPC, via the International Relations Service, and its schools must inform external partners and home universities of students who are at the UPC on a mobility or exchange programme of the measures adopted.

Schools must establish ways of ensuring that any mobility awarded or that has not yet begun is suspended with as little prejudice to the student as possible.

Barcelona, 12 March 2020