

RESOLUTION FROM THE OFFICE OF THE VICE-RECTOR FOR TEACHING IN THE UNIVERSITY OF CASTILLA-LA MANCHA ABOUT THE EXTRAORDINARY MEASURES TAKEN IN COORDINATION WITH OTHER VICE-RECTOR OFFICES FOR THE ADAPTATION OF UNIVERSITY ACTIVITIES TO THE TEMPORARY SUSPENSION OF FACE-TO-FACE EDUCATIONAL ACTIVITIES.

Given the resolution from the Rector of the University of Castilla-La Mancha, dated March 11th, which adopts preventative measures and public health recommendations for the university community pertaining to the evolving situation and prospects of the Coronavirus (COVID-19), and which resulted in the temporary suspension of face-to face classes and activities in the University of Castilla-La Mancha, various alternatives have been proposed in order to establish guidelines for the continuation of educational activity. These flexible guidelines allow teachers to adopt the measures that they consider to be the most beneficial for developing classroom activities and evaluation criteria given the particular characteristics of their subject.

Given the situation, program coordinators, along with course coordinators and those responsible for the particular subject, shall make changes in the program plan and the evaluation system that they consider necessary, updating the contents of the course syllabus to the current situation with the intention of it not being detrimental to the students. Any change in the course program, the evaluation system, tutorial practices and timetable, etc. must be communicated to the students via Campus Virtual with sufficient notice.

1. Teaching Activities

With regards to the programmed face-to-face teaching activities throughout the suspension period, the following should be taken into account:

- Be certain that students have access to course materials and resources related to the program contents via Campus Virtual throughout this time period in order for the student to be able to study on their own.
- It is recommended that teachers use the various means available through the university which allow students to follow the course remotely. In this sense the UCLM has allowed for the possibility of using the following technological resources:
 - *Microsoft Teams*, in order to give classes or tutorial session in a synchronized way. Support materials may be found on the following link: <https://area.tic.uclm.es/servicios/docencia>.
 - *Campus Virtual*, which provides various methods for remote teaching. All the resources and activities for Campus Virtual are listed and documented in the following link where one can download the installation manual and use the various tools: <https://area.tic.uclm.es/servicios/docencia/campusvirtual/documentacion>.
 - In addition, telephone and remote service will be made available through the university support service, "Centro de Atención al Usuario" (CAU), in order to resolve any questions teachers may have regarding the use of this technology.
 - Likewise, with respect to the teaching resources and methods, a web page will be established on the Office of the Vice-Rector for Teaching's website (<https://www.uclm.es/misiones/lauclm/consejodedireccion/vd/innovacioneducativa>) with a collection of resources from the Training Plans and of the Center for Digital Technologies and Content (C:TED) to facilitate remote teaching.
- Teachers must be available for remote learning activities during the officially scheduled class timetable. This can be done interactively via the previously mentioned online platforms or through email. This also applies to tutorial hours established in the course syllabus.
- Laboratory practices in experimental subjects may be replaced by other types of training activities that allow students to acquire the desired skills, or where possible, may be rescheduled or done intensively when normal classes resume.
- Internships in health centers for students in the Health Sciences program are suspended for as long as this situation warrants. This is in accordance with the recommendations of the Commission for Monitoring the Coronavirus for this university. However, these shall be rescheduled as appropriate when normal class activities resume.
- External internships in businesses or other institutions are also temporarily suspended and may be taken up again, if necessary, at a later date in order to fulfil the requirements of degree program.
- Lastly, flexibility with the academic calendar shall be given, particularly for the dates related to the closing of the course evaluation period provided that the centers justify the request and are authorized by the Office of the Vice-Rector for Teaching.

2. Student Evaluation

According to Article 3.4 of the Regulation for Evaluating Students at the UCLM (approved by the Governing Board on May 28th, 2014) "*the criteria and system of evaluating a subject may not be modified during the academic year, except for*

serious, justified cause at the request of the responsible teacher and with the approval from the corresponding Department or Center and the Vice-Rector with competence in Academic Management related to student evaluation. The Center shall be responsible for ensuring that any modification to the evaluation process is published well in advance so that all students who are enrolled in the course subject are amply notified."

Given the exceptional circumstance that the UCLM finds itself in and as indicated in the aforementioned article, the criteria and evaluation system published in the course syllabus may be modified throughout the 2019-2020 academic year in order to adjust them to the current academic situation as to not jeopardize students' marks. Therefore:

- Whenever possible, evaluative test or exams may be replaced by other activities that do not require students to attend class: assignments, projects, etc. If this is not possible, progress tests affected during this time period shall be rescheduled.
- The final exam of the course may count for 100% of the student's mark if is more beneficial for the student and if continuous assessment is not possible.
- As an exception, if the defence of a student's capstone project at the end of their studies cannot be postponed, it may be done remotely using the means available at the university and in accordance with the Resolution of the Secretary General of the University of Castilla-La Mancha, dated March 12th, 2020, which indicates the guidelines for the establishment of remote sessions of collegiate bodies and juries for doctoral dissertations, theses or end of course capstone projects.

3. International students

The UCLM respects the decision of international students that are currently at the UCLM to either stay or not to stay in our country. If the student chooses to stay, they shall follow the instructions given to the rest of the university community. If, on the other hand, they decide to return to their home country and discontinue their participation in academic activities (provide that the course continues), they will be evaluated remotely wherever possible. In the event that it is not possible to evaluate the student remotely, the student will be able to take the final exam in their home country with the collaboration and support of the respective staff of their home university.

With regard to UCLM students who are studying abroad as part of a mobility program and are requesting to return to the UCLM to continue their studies as a result of the COVID-19 epidemic, they shall be readmitted without exception. Absences will be excused up until the time of reinstatement and, as far as possible, students shall be allowed to complete any activity related to the continuous assessment. If this is not possible, they shall have the right to take a final exam at the end of the course which will count for 100% of the mark. Additionally, if the student comes from a country or area deemed to be one of high risk, it is recommended that he or she remains quarantined for a period of 15 days before attending classes or activities.

With regards to ongoing international mobility including that which has already been planned for the near future, the UCLM will follow the instructions given by the Spanish Service for the Internationalization of Education (SEPIE) <http://www.sepie.es/>

4. Research Activities

- *Defense of doctoral dissertations*

As specified in Article 17 of the Regulations for Doctoral Studies in the University of Castilla-La Manchas (approved by the Governing Board on July 31st, 2018), the defense of the doctoral thesis can be carried out virtually by videoconference provided that it satisfies the requirements outlined in Law 40/2015 of October 1st of the public sector Oversight Board and in accordance with the resolution of the Secretary General of the University of Castilla-La Mancha, dated March 12th, 2020, which indicates the guidelines for the establishment of remote sessions of collegiate bodies and juries for doctoral dissertations, theses or end of course capstone projects. To this end, the university shall provide the means to fulfill this requirement through Skype for Business.

- *Management procedures in relation to research activity*

The research management unit will be available on-line to perform all management tasks related to research projects (justification, acceptance of projects, etc.)

Additional Provision

Equally, the activities carried out by those on a collaborative grant remain suspended throughout the time period of this situation with no reduction in the stipend received.

Final Provision

These measures shall remain in effect for as long as the temporary suspension of face-to-face classes as a result of the evolving situation of the Coronavirus (COVID-19) lasts in order to normalize the academic activity of the UCLM.

Signed and dated in Ciudad Real as indicated below.

Vice-Rector of Teaching
Mabel López Solera