

**Joint instruction from the Vice-Rectorate for Ordenación Académica, Vice-Rectorate for Postgrado, Empleabilidad y Relaciones con Empresas e Instituciones and Vice-Rectorate for Estudiantes, Igualdad e Inclusión of March 16, 2020, on the use of alternative and distance learning on formal education and related academic activities, following the suspension of face-to-face academic activity at Universidad de Almería.**

16 March 2020

Once established the suspension of face-to-face academic activities at Universidad de Almería, following the Resolution of the Rector of the University of Almería, of March 13, 2020, and in order to guarantee the acquisition of competencies by students, Faculties and Schools, in cooperation with Departments, will implement in all the Degrees under their responsibility the following measures, using coordination mechanisms.

1. [...].
2. [...].
3. [...].
4. [...].
5. In general, **classes schedule will remain as planned** for both students and professors. This measure's aim is to avoid peak activity periods that may collapse online tools, and to maintain a basic structure of academic planning. Therefore, UAL gives the following advice:
  - 5.1 Regardless of the established schedules, classes' content should be replaced as soon as possible with materials and resources of all kind that allow the student to obtain the basic knowledge described for the course, following as much as possible the course guide's syllabus.
  - 5.2 During the established schedule for the course, the professor will be available as an active user in the course's forum, in order to attend to questions and problems that students may have. Regardless of this, each professor may offer other mechanisms to be in direct contact with their students.
6. Monitoring activities (forum, self-assessment, assignments, tests, etc.) that guarantee the possibility to verify the participation of each student, will replace **the mandatory**

**attendance to Grupos de Trabajo (Working Group) or Grupos Reducidos (Reduced Group).**

7. Whenever possible, **tests and continuous assessment activities** that require onsite presence will be replaced by others than do not require it: papers, projects, etc. The following tools might be helpful:

-Aula Virtual and Blackboard Learn offer tools to hand in assignments (assessments, activities), to communicate (messages, forum, chat, etc.), and many other functions. For more information, visit:

<https://www.ual.es/estudios/innovaciondocente/recursosdocentes/ticdocencia#blackboard>

-Teaching tools available at the UAL's Portal de Innovación Docente:

<https://www.ual.es/estudios/innovaciondocente/recursosdocentes>

-UAL offers a set of tools to work online from home:

<https://www.ual.es/trabajar-desde-casa>

Whenever the adaptation deems impossible, it will be postponed. If the adaptation cannot be implemented on a later period, the professors will adapt the courses contents in order to prepare for the students assessment.

8. Continuous assessment tests may be made as per the course guide, as long as they are adapted to an online alternative.
9. In cases where continuous assessment is not possible, **final exam may sum up 100%** of the final grade, were that more beneficial for the students. Regardless of that, once regular activity is resumed, assessment in face-to-face lectures may follow the mechanisms established in our current assessment rules.
10. All extraordinary academic activities (conferences, seminars, workshops, meetings, etc.) which cannot be held online are cancelled or postponed.
11. Scheduled tutorial hours that can be performed online through the available means, will be guaranteed.
12. Lab practicum of experimental sciences courses may be replaced by other type of educational activities that allow to acquire the expected learning or, when applicable, that

could be adapted. In cases where this adaptation is not feasible, lab practice may be postponed and carried out intensively after resuming the teaching activities.

13. Undergraduate dissertation (TFG), Master's Thesis (TFM) and PhD Thesis and whose suspension could have a significant impact in the expected outcomes, or that may have relevant bioethical consequences, may be continued following the instructions established by the Risk Prevention Service (Servicio de Prevención de Riesgos Laborales) and always under the supervision of the involved tutors.
14. Remote Undergraduate dissertation (TFG) and Master's Thesis (TFM) defences will be made possible in order to keep, in general, the scheduled date for them. If such dates cannot be maintained, the responsible Faculties/Schools will be informed.
15. **All external work placements are cancelled**, except for those that include a payment, in which case the decision will depend on the company or institution. Cancelled work placements will be carried out intensively once educational activities are resumed. Were this period of cancelled activities to take longer, UAL may take specific measures to allow counting this special period of suspension of activities, and to establish academic adaptation or compensation mechanisms within the framework of the legislation in force.

The Vice-Rector for Ordenación Académica

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