

ISEN's CONTINGENCY PLAN FOR THE PREVENTION OF CORONAVIRUS TRANSMISSION

Following the instructions of the COVID-19 Monitoring Commission of the University of Murcia, and in accordance with the Resolution of the Rector of the University of Murcia of 13 March 2020 on extraordinary measures in relation to coronavirus (COVID-19), in line with what was agreed by the competent authorities of the Autonomous Community of the Region of Murcia, The suspension of teaching activities at all educational levels, including the university level, will take effect from 16 March 2020 and its temporal scope will be marked by the rector's resolutions which, in turn, will be determined by regional and state guidelines.

As a consequence, it is required that all the centres of the University of Murcia implement a contingency plan before March 17th, 2020, in which the terms will be established in which the students of each degree, course and subject will have to continue their academic training activities at a distance during the period of suspension of the on.sit teaching activity.

In the case of ISEN Centro Universitario, Faculty of the University of Murcia, this plan has been approved by its Board of Directors on Friday 13th March 2020, which is explained below.

1. Prior Consideration

ISEN Centro Universitario, is a Faculty attached to the University of Murcia, so, according to its legal system, the academic measures that affect the staff and infrastructure have also been approved by the ownership of it.

2. General principles

In order to minimize the impact caused by the suspension of classes, and with the aim of encouraging autonomous learning by the student, general rules are established:

- An alternative activity plan to the on-site classes will be developed for each subject. This plan will be published by the teachers of each subject in the Aula Virtual. The work proposed must not only be consistent with the content of the subjects, but must also take into account the volume of work assigned to them on a weekly basis. For this purpose, we recommend that teachers and students consult the information on this link: <https://www.um.es/web/atica/remoto>.

- Students will be provided with material and resources for autonomous learning: bibliography, scripts and summaries of topics with presentations in PowerPoint or similar in the RECURSOS (resources) tool.
- Evaluable practical activities will be designed as alternatives to the practical activities in the classroom. For example, Aula Virtual EXÁMENES (exams) or TAREAS (tasks)
- Virtual tutoring will be maintained and an extensive consultation schedule will be established. It is advisable to use the tools of the Aula Virtual (MENSAJES PRIVADOS, CHATS, FOROS, VIDEOCONFERENCIAS...) to establish a relationship with the students and to announce possible group activities.
- It is recommended to follow up on those students with disabilities or special educational needs who may need adapted material or, if necessary, make use of other support tools. For example, MENSAJES PRIVADOS or VIDEOCONFERENCIAS.
- It is recommended to be flexible in the face of this situation and to adapt, if necessary and justified, the evaluation systems established in each Guía Docente (Teaching Guide) that provide for compulsory attendance. In any case, any modification of the Teaching Guide will require the approval of the Board of Directors.

3. Theoretical contents

- Schedules will be published on a weekly basis that will temporize the activities that will guarantee that students can acquire the theoretical contents in an autonomous way.
- All the theoretical contents must be available to students, either through reference to manuals or through the publication of notes or presentations in the Aula Virtual.
- It is recommended that the options available in the Aula Virtual be used to facilitate learning:
 - For the synchronous tutorials you can use the CHAT of the Aula Virtual or the tool conecta.um.es (outside the AULA VIRTUAL).
 - The tools FOROS and MENSAJES PRIVADOS are also available.
 - The EXÁMENES tools can be very useful for self-evaluation of the student's autonomous work.

4. Practical contents

- The aforementioned schedule should include the practical activities necessary to ensure that the skills in each subject are acquired.
- Compulsory practical activities must be published in advance in the Aula Virtual.
- It is recommended that the options available in the Aula Virtual be used to facilitate the completion of the internship:

- One of the options is to propose through TAREAS in the Aula Virtual the realization of practical or similar exercises with a previously defined delivery date.
- The doubts will be solved by MENSAJES PRIVADOS, CHAT, FOROS...
- It is recommended to use the Aula Virtual → ANUNCIOS to clarify possible general doubts.

5. Curricular and extracurricular internships

- All the curricular and extracurricular internships of the students of the University of Murcia are suspended. Likewise, all the practices of organizations, companies and institutions carried out at the University of Murcia are suspended. However, as long as such entities ensure the possibility of developing the training activities in a non-presential way, the internships may continue.

6. Mobility students

- For mobility students (Erasmus, Sicue, etc.) a specific follow-up of the Mobility Coordinators will be carried out through the virtual medium they consider most appropriate. If you have any doubts, please contact the Vice-rectorate for Research and Internationalisation. Teachers will be able to program alternative methods of theoretical and practical evaluation for these students in order to facilitate their return to the subject.

7. Other considerations

- It is recommended that, for a better development of this contingency plan, in case of relevant doubts, the course or group coordinators should be called upon, as well as the members of the Board of Directors responsible for the academic coordination of the official Bachelor's and Master's degrees.
- The Contingency Plan for each subject may be requested at any time by any instance. In addition, it is recalled that the examination materials of any subject and the work done by the students must be kept for two years.
- An online questionnaire will be passed on to course coordinators to inform the Centre of the development of the measures provided for.
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- Even though these are not strictly academic activities, following the recommendations of the competent authorities, all social, cultural, recreational and voluntary activities carried out under the auspices of the centre will be suspended.

- The administrative procedures that students have to carry out at the Centre will be managed telematically.
- The following link provides explanations and video tutorials of the different tools of the Aula Virtual of the University of Murcia: <https://www.um.es/aulavirtual/lecciones-breves/>
- TFG and TFM tutoring will be done virtually through the tools available in the Virtual Classroom.
- Distance learning degrees will not suffer any alteration in their academic activity.

ATTENTION TO DIVERSITY

The **Diversity and Volunteer Service** has contacted the students with special educational needs who require some form of curricular adaptation. These students have an adapted virtual desktop that makes it easier for them to follow classes in virtual mode. More information at; Tlf: 868 88 3934 and adyvol@um.es

TELEPHONE, WEB, AND EMAILS OF THE FACULTY

Page web:	https://www.um.es/web/isen/
Secretary's telephone:	660 36 66 20
Secretary's email:	mgonzalez@isen.es montsegonzalez@um.es

UMU'S INFORMATION ABOUT COVID-19

Web: <http://www.um.es/coronavirus>

Inquiries and notifications: infocovid19@um.es

Remote access to UMU applications: <http://www.um.es/atika/remoto>

International mobility: internacionales@um.es

If you have any doubts about the fulfilment of this contingency plan, please contact the centre
: decanato_isen@um.es

Cartagena, March 13, 2020

Board of Directors of ISEN Centro Universitario, Attached Faculty University of Murcia.