

CONTINGENCY PLAN OF THE FACULTY OF ARTS AND HUMAN SCIENCES FOR THE PREVENTION OF THE TRANSMISSION OF THE CORONAVIRUS

Following the COVID-19 Follow-up Commission's instructions of the University of Murcia, the following measures, whose timing shall be marked by the rector resolutions which, at the same time, are determined by the autonomic and the government guideline, shall be adopted.

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1. Introduction: action against coronavirus

A Follow-Up Commission has been created in the Board of Directors of the UMU to create a constant follow-up in relation to COVID-19.

- infocovid19@um.es shall answer any doubt the community of the university could have about this issue.
- The Vice-Rector's Office for Students and Services to the University Community has an information plan with recommendations to prevent the spread of the COVID-19 virus and the university community is being informed at this address: <https://www.um.es/web/ari/movilidad/informacion-practica>
- If anyone detects a symptom shall contact with this telephone number: 900 12 12 12, created by the Health Service of Murcia (available from Monday to Friday from 8 am to 8 pm) or call 112 (24/7). You can find more information in <http://www.murciasalud.es/pagina.php?id=455585>. In such case, health authorities shall decide how to apply the quarantine.

2. International mobility students

- For the mobility students (Erasmus, Sicue, etc.) a specific monitoring shall be carried out by the Mobility Coordinators via whatever virtual media they deem necessary. If there is any doubt, please contact with the Vice-rectorate for Research and Internationalization (internacionales@um.es)
- Teachers may use any alternative methods of theoretical and practice evaluation for the students with the aim of facilitating their incorporation to the subject.

3. Curricular and extracurricular internships

- All curricular and extracurricular internships of the students of the University of Murcia are cancelled **until further notice**. Also, all practiced in companies and institutions of the University of Murcia are cancelled.
- Nevertheless, whenever these entities assure the possibility of developing such formative activities in a non-presential way, the internships may continue.

4. Non-regulated university activities

Following the recommendations issued in the meeting with the different universities, according to the principle of preoccupation and responsibility of our institution, the University of Murcia cease all non-regulated activities (lectures, seminars, parties, visit from students) until further notice.

5. Undergraduate and Master's studies in the Faculty of Arts and Human Sciences

- Different measures are proposed with the aim of establishing a flexible framework which permits all teachers to adopt the measures for the learning development and its evaluation, taking into account the specific characteristics of its subjects.
- In such framework, the coordinators of the subjects, with the responsible teachers of such subjects in coordination with the directors of the department and the academic coordinators of the masters, they shall create changes in the programme and the evaluation systems they deem necessary, adapting the forecasts in the Guía Docente (Teacher's Guide) because of such exceptional situation, with the aim of not damaging out students.
- All changes in the programme of the subjects and the tutoring system shall be noticed to the students in the Aula Virtual. Furthermore, a copy in writing with such changes shall be given to the responsible of the departments (see Annex).
- In www.um.es/atrica/remoto there is a list of tools for teachers to be able to teach online.

5.1. Teaching activities

- The access to the Aula Virtual and all materials and teacher's resources related to the subject in this period without presencial courses shall be granted with the aim of facilitating the autonomous study.
- It is recommended to use the media and the resources with which the students are familiarised for the online courses.
- The teacher shall be available during the timing of the presencial courses and the hours of tutoring mentioned in the Aula Virtual, which can be done in an interactive way throughout all available resources or email.
- The internships in laboratories, computers classrooms, interpreting, visits, etc., shall be substituted by any other kind of non-presencial activities which permits to acquire the forecasted knowledges, or they shall be intensively taught when classes start again.

5.2. Evaluation

- On Section 14.1.b. of the *Reglamento de convocatoria, evaluación y actas (Regulations of call, evaluation and minutes)* approved by the Governing Council on April, 12th, 2011, it is said that “ a call for incidents is one that saves the impossibility of the implementation of an overall evaluation procedure already called for, by reasoned grounds and exceptionally”. In the situation of the suspension of the presencial courses that may happen this year, it is very important to adopt any possible measure for not damaging the calcification of the students.
- When possible, the evaluation exams that are currently carried out presentially, can be substituted by other kind of evaluation system which does not imply being present, for example: projects, activities, etc. Also, the activities that were going to be evaluated presentially in class can be done through Aula Virtual.

6. Additional issues

- The Vice-rectorate of Studies has announced that it is studying possible changes in the academic calendar which would affect the second term, the call for exams and the defence of the Final Project (TF).
- The Rector of the University of Murcia has signed a binding resolution compliance. In the third point it stipulates about the access to the facilities:

"Notwithstanding the preceding point, and without prejudice to the general recommendation of the health authorities of restriction of mobility, as the declaration of Alarm Status allows for "travel to the workplace to perform work, professional or business service", members of the university community (WORKERS) may voluntarily access the buildings, using their university cards, to perform tasks essential in relation to teaching, research, education and management or administration".

It must be clear that at no time will students or family members be allowed access to university facilities. It is reiterated that only workers can access them to carry out an essential task.

- All students and teaching staff are called upon to attend with rigor and diligence instructions from the competent health authorities, especially those referring to avoiding congregation in large groups. The measures adopted as part of the contingency plan are The aim is to continue the teaching activity remotely, so must continue with their studies and be maintained at all times duly informed of any new developments.

- If you have any doubt about the fulfilment of this contingency plan, please contact with the centre: decalet@um.es.

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

TELEPHONES AND DIRECTIONS OF THE FACULTY

Page web: <https://www.um.es/web/letras/>

Secretary's telephone: 868 88 3124 Secretary's e-mail: secretarialetras@um.es

Others (telephone and email): decalet@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/atica/remoto>

International mobility: internacionales@um.es

- This contingency plan is mandatory for all POI and students of the Faculty of Arts.

Posible propuesta de cronograma docente para los/as alumnos/as que recogerá los cambios y adaptaciones de la asignatura y que **habrá que subir al Aula Virtual además de entregar copia al departamento responsable de su docencia.**

Possible proposal of a teaching schedule for the students that will include the changes and adaptations of the subject and that will have to be **uploaded to the Aula Virtual in addition to giving a copy to the department responsible for teaching.**

Unit	Theoretical content	Practice content	Timing	Resources in the Aula Virtual	Evaluation Activities (if any)

Example:

Unit	Theoretical Contents	Practical contents	Timing	Resources in the Aula Virtual	Evaluation activities (if any)
Unit 2: Audiovisual translation	1. History of Cinema	1 . Practice. 1 : Exercises 1 and 2	March 23-27th	PowerPoint Reading: <i>art1.pdf</i> Practice: <i>pract_1.pdf</i>	Evaluable activity