

## **Rectoral Resolution 3/20 COVID-19**

**THE RECTOR OF THE ANTONIO DE NEBRIJA UNIVERSITY**, in meeting the request of the university community and listening to the academic representation of the Governing Council, taking into account the different documents agreed to with the Madrid+D Agency, REACU, CRUE and the Ministry of Universities itself, and in view of the extension of isolation, with the intention of reducing the uncertainty generated among all the students who study at this University, with the main objective of guaranteeing our students the continuity of their studies in this academic year, minimizing the impact of the current health crisis and the suspension by government order of in-person activities,

### **ESTABLISHES THE FOLLOWING**

#### **FIRST.- Lectures:**

While the suspension of the in-person teaching activity lasts, lectures will be taught remotely, maintaining the class schedule established in the teaching schedule. The lectures will have, wherever possible, the same duration as the class attendance lectures, and every effort will be made to ensure that the students' knowledge, skills and learning outcomes are achieved.

Each professor is responsible for creating an annex to the subject's teaching guide, according to the model that the Vice-Rector's Office for Academic Planning and Teaching staff will provide. Said annex, with the

approval of the Director of the Degree, will be submitted by the Dean's Office to the Vice-rector's Office for Academic Organization and Teaching Staff for its approval and publication in the Virtual Campus of each subject. It will establish the specific characteristics that will regulate the subject while confinement lasts and in-person normality is resumed, particularly everything related to the adaptations of the educational activities, evaluation system and assessment criteria.

Once published, each professor will explain the content to the students, answer their questions and ensure correct compliance.

**SECOND.- Subjects with practices:**

While the current situation lasts, the practical part of the subjects must also be carried out virtually whenever circumstances allow. Therefore, all professors will try to virtualize the practices of their subjects in order to ensure the acquisition of the programmed knowledge, skills and learning results.

Regarding experimental and clinical subjects and practical laboratory activities that cannot be carried out virtually, as well as those subjects in which virtual practices are impossible to hold or the acquisition of competences, skills and learning results is not guaranteed, if, as of the date of publication of this rectoral resolution, 60% or more of the practices have been carried out and the corresponding professor considers that the basic competences have been acquired, they will proceed to recognize them as passed for all academic purposes. For the acquisition of the specific competences that could not have been obtained after the

application of this measure, it will be allowed that, at the beginning of the following academic year, students can complete the remaining activities without having to enroll once again in the subject (avoiding therefore a new payment).

For final year students, if more than 60% of the practices or laboratories have been completed and it is considered that their specific competences are acquired, the student must complete his/her practical work with a virtual project in which he/she considers the aspects that remain to be done and may be assessed.

However, if the student requests it, and in any of the cases set forth in this section, at the beginning of the following academic year students will be allowed to complete the remaining activities without having to re-enroll in the subject (therefore avoiding a new payment).

### **THIRD.- Curricular internships:**

Regarding carrying out internships in companies corresponding to the subjects of "Development of professional competences", "Professional internships" or any other of similar content, it is recommended that the percentage to be considered as sufficient level of education in the current circumstances be to have completed 50% of the credits or their equivalency in hours provided in the teaching guide.

When the companies or collaborating entities where the internships are carried out ensure the possibility of carrying out the training activities in a virtual or remote way, the internships will continue with this modality.

For those students who have not started or have not obtained 50% while enrolled in them, once in-person normality has resumed, they can join the internships in online mode or finish them in online mode whenever possible. If they cannot join the internships or finish them in online mode, once in-person normalcy has been resumed, they can continue with the internships by extending the academic calendar to cover healthcare practice or other types of internship, such as educational ones.

In any case, extraordinarily, the assistance work carried out by students who volunteered or were hired to give support in view of a shortage of health personnel, can be recognized as a professional internship, provided that the Dean or Directorate of the School or Center consider that the competences required in the corresponding subject are covered.

Regarding the Practicum in the area of Education, tutored Healthcare Practices or those of other qualifications regulated by ministerial order or specific legislation, the mechanisms established at the time by the different dean committees will be arbitrated. However, students in the final year of their bachelor's or master's degrees regulated by ministerial order or specific legislation will have special monitoring, for which the temporary mechanisms necessary to extend their academic year and allow them to complete the remaining practical training will be

mediated, although this means extending the completion of the academic year until the end of 2020, in order for them to complete their training in the academic year 2019-2020.

#### **FOURTH.- International Mobility:**

Regarding mobility programs, it is agreed that one can be assessed if he/she has completed at least 75% of the teaching credits/hours reflected in the reports as credits/hours at the host university, either in person or remotely or online, or through any other system that the host university has articulated as a substitute for class attendance.

In the rest of the cases, the University makes available to students at the International Mobility Office a wide range of possibilities to enable the continuity of studies when mobility restrictions disappear.

#### **FIFTH.- Exams and Assessment Tests:**

All bachelor's and master's degree exams, including the final tests corresponding to the official calls for ordinary and extraordinary evaluation that must be carried out while the in-person academic activity is suspended, will be carried out remotely or online.

Each professor will communicate to the students the chosen system in each case and the type of exam to be taken in their subject, as well as the way to take it and all the necessary documentation to be able to take it

correctly, both personally and through the annex to the teaching guide for each subject.

In any case, in the exams and assessment tests the University will use the corresponding applications and Proctoring systems to guarantee the personal identification of the examinee and to control the examination environment, in order to avoid obtaining better results by illegal means.

In the case of ECOE Exams in Health Sciences, the University will comply with what is established by the Committee of Deans at the time.

**SIXTH.- Final Research Project for Bachelor's Degree:**

Considering the circumstances of each degree, the deanships of each School or the Directors of each School or Center will propose to the Vice-Rector's Office for Academic Organization and Teaching staff the defense in distance modality, by videoconference, or readjusting the weighting criteria of the evaluation rubrics in order to obtain a grade just with the submitted report.

If the modality is oral defense by videoconference, the corresponding applications and Proctoring systems will be used to guarantee the personal identification of the examinee and to control the examination environment in order to avoid obtaining better results by illicit means.



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**SEVENTH.- Final Research Project for Master's Degree:**

Considering the circumstances of each degree, the deanships of each School or the Directors of each School or Center will propose to the Vice-Rector's Office for Academic Organization and Teaching staff the defense in distance modality, by videoconference, or readjusting the weighting criteria of the evaluation rubrics in order to obtain a grade just with the submitted report.

In the case of experimental final projects for Master's degree, the prior completion of the in-person research activities that are essential may even be proposed, maintaining the in-person defense for the time in which it can be carried out once said research is completed. In this case, a special ordinary call will be held, although this involves extending the completion of the academic year until the end of 2020, in order for them to complete their training in the academic year 2019-2020.

**Dr. Juan Cayón Peña**  
**Rector**  
**Antonio de Nebrija University**