# CONTINGENCY PLAN OF THE FACULTY OF COMPUTER SCIENCE FOR THE PREVENTION OF CORONAVIRUS INFECTION
## 15 March 2020

The resolution of the Rector of the University of Murcia of 13 March 2020, on extraordinary measures in relation to the coronavirus, establishes:

All the centres of the University of Murcia will make public in their web page the respective contingency plan on 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-site teaching activity.

To this end, students of the University of Murcia are encouraged to access the website of their respective centre from that date and to remain alert to the corporate email and the "Aula Virtual" tool.

Therefore, under the protection of said resolution and following the instructions of the COVID-19 Monitoring Committee of the University of Murcia, the following measures are adopted, the temporal scope of which will be marked by the rector's resolutions which, in turn, will be determined by the regional and state guidelines.

This document sets out the contingency plan proposed by the Faculty of Computer Science.

## 1. MEASURES IN RELATION TO TEACHING ACTIVITY AT UNDERGRADUATE AND MASTERS LEVEL

With respect to the regulated teaching of the FIUM, the teaching teams of the subjects must establish an alternative plan for the training activities that are affected by the suspension of the face-to-face teaching activity including, if necessary, evaluation. It must be taken into account that partial classroom tests affected by the suspension will not be recovered.

The coordinators will have to inform their respective departments and make public on the Virtual Classroom subject site, by 20 March at the latest, what kind of online teaching they will be doing. Measures will be adopted by consensus among all the teaching staff of the subject.

In particular, the document should contain information on the following aspects:
- Plan of alternative activities to theoretical classroom teaching and laboratory practices.
- Type of materials and resources for autonomous learning provided to students.
- Availability to attend virtual tutorials and establishment of an online consultation schedule, if considered convenient.

- In the event that the subject has a partial classroom test scheduled, an alternative assessment procedure must be indicated for the content of the test or its inclusion in the overall assessment.
- In relation to the Inter-University Master's Degree in Technologies for the Analysis of Mass Data: Big Data, the coordinator of the degree at the University of Murcia will organize, together with the coordinator of the University of Santiago de Compostela, the use of the virtual fields of both universities for online teaching.

The implementation of the measures proposed in each subject must be systematically launched by 23 March at the latest. Teachers can begin teaching activities online in advance, announcing them to students through the Aula Virtual.

In the event that the document describing the teaching of the subject has to be updated during the application of this contingency plan, the department directors must be notified of the changes and they must be published on the subject's site in the Aula Virtual for the students' knowledge.

It is recommended to use the tools of the Aula Virtual -chats, forums, videoconference, etc.- or other tools of the University of Murcia to follow up the programmed activities and maintain the relationship with the students. It is convenient that activities are programmed to follow up the learning of the students through tasks, participation in forums or other tools that favour feedback and continuous supervision.

In order to know how these applications work, we recommend both students and teachers to consult the documentation compiled by ATICA at the following page: https://www.um.es/web/atica/remoto

Teachers are encouraged to use the week of March 16-20 to evaluate the use of these tools in their subjects.

In order to carry out classes by videoconference in real time, the timetable of the face-to-face classes will be maintained in order to avoid the coincidence of sessions for the same group of students in different subjects. It is recommended, in any case, to enable the recording of the videoconference sessions to allow their later viewing.

The teaching staff is informed that it is possible to re-use the video-recorded sessions during the 2018/2019 academic year. To do so, it will be necessary to request a copy of the video-recorded sessions by sending an e-mail to vice_estudios.inf@um.es, indicating the degree, the source subject, the target subject and the dates of the videos to be copied.

In relation to the curricular and extracurricular internships, the Resolution of the Rector of the University of Murcia of 13 March 2020, on extraordinary measures in relation to the coronavirus (COVID-19), explicitly mentions the procedure to be followed:

All the curricular and extracurricular internships of the students of the University of Murcia are suspended. Likewise, all the internships 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-attendance way, the internships may continue.

## 2. MEASURES IN RELATION TO PUPILS ON EXCHANGE PROGRAMMES

Following the instructions of the Vice-rectorate for Research and Internationalisation, the following measures are proposed: For mobility students (Erasmus, Sicue, etc.), a specific follow-up will be carried out by the Mobility Coordinators, using the virtual medium they consider most appropriate. Following the instructions of the Vice-rectorate for Research and Internationalisation, the following measures are proposed:.

International students at UMU. They will be able to follow teaching online as it applies to any student of the FIUM. They will be able to do so either from their home countries or from their residences here.

UMU students in international destinations. Regardless of whether they decide to return from their destinations or not. It is recommended that "the original agreement be maintained and that the contingency plans being prepared by each university in the destination be adhered to in order to continue teaching on a non-attendance basis and to attempt to complete the courses already being taken". If the student still decides to suspend his/her mobility stay, he/she must ask the FIUM Secretariat, by means of an e-mail sent to secinfor@um.es, to modify his/her registration, so that the subjects in the academic agreement for the second term are established as subjects without mobility. In this case, the teachers will have to program alternative methods of theoretical and practical evaluation for these students in order to facilitate their incorporation to the subject.

If you have any doubts, please contact the Vice-rectorate for Research and Internationalisation.

## 3. SECRETARY'S OFFICE FOR STUDENTS AND COMPUTING CENTRE

The school's Student Secretariat will maintain its availability through the e-mail secinfor@um.es.

The Computing Center will also be available for consultations on the software available in the virtual desks (EVA) of the Faculty of Computer Science through the e-mail ccalculo@um.es.
We will try to enable telephone communication with the extensions of these two services using IP telephony.

## 4. ACTIVITY NOT STRICTLY EDUCATIONAL

When the normal activity of the centre is resumed, the Dean's Office will coordinate the planning of new dates for the on-site activities that are not strictly educational and whose organisers consider it appropriate that they be rescheduled, including talks, conferences, seminars, workshops, research meetings, student club meetings or any other on-site group activity planned in the areas of the Faculty of Information Technology.

However, the use of online tools is suggested in order to maintain, as far as possible, the organization of this type of activity. In this sense, the Programming Contest of the Computer Olympics of the Region of Murcia for high school and secondary students (OIRM'20), scheduled for April 1st, will be carried out online.

## 5. RESEARCH ACTIVITY IN FACULTY AREAS

Individual research and transfer activities - excluding meetings - that require the use of the resources located in the Faculty of Computer Science may continue to be carried out by those people who have permission to access the centre and who voluntarily decide to travel to their place of work. In any case, the recommendations of the academic and health authorities on protective measures to prevent infection must be followed.

## 6. COMMISSION AND FACULTY BOARD MEETINGS

The members of the Teaching, Service Staff, and students who form part of committees or the Faculty Board may continue with their representative function by means of online communication tools that will be specified in advance in the corresponding calls.

## 7. FURTHER CONSIDERATIONS

In addition to these measures, the Vice-rectorate of Studies has announced that it is analyzing possible changes in the academic calendar that would affect the second term schooling, the call for exams and the defense of TFs.
The university facilities will be closed until further notice.

The importance of following the recommendations and general guidelines set by the Regional Government and the University of Murcia itself is recalled, paying special attention to the notifications sent through infocovid19@um.es.

The Faculty of Information Technology will keep students, Teaching and Service Staff informed of the measures within its competence through the usual telematic communication media: Aula Virtual, corporate email, website and social networks.

The entire student body is called upon to rigorously and diligently follow the instructions given by the competent health authorities, especially those referring to avoiding congregation in large groups. The measures adopted as part of the contingency plan are intended to continue teaching activities remotely, so they must continue with their studies and be kept duly informed at all times of any new developments that may arise, with the Aula Virtual being the main communication mechanism from the centre to the students.

## 8. ATTENTION TO DIVERSITY

The Diversity and Volunteer Service has contacted students with special educational needs who require some type 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

## 9. TELEPHONES AND CONTACT

Page web: https://www.um.es/informatica

Telephone: 868 88 4823 / 4824

Secretariat's e-mail: secinfor@um.es

Dean's telephone number: 868 88 3901 / 4822

Dean's e-mail: secre.decanato.inf@um.es

## 10. UMU INFORMATION CHANNELS ON THE COVID-19 PANDEMIC

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](mailto:internacionales@um.es)

This contingency plan is compulsory for all the PDI and the students of the Faculty of Computer Science.

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