

CONTINGENCY PLAN OF THE FACULTY OF COMMUNICATION AND DOCUMENTATION FOR THE PREVENTION OF INFECTION BY CORONAVIRUS

First: *Clarifications Contingency plan*

Following the instructions of the COVID-19 Monitoring Commission 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 plan consists of the suspension of teaching activities in person, but not the suspension of the activity of the Faculty. All information will be communicated through the website of the Faculty of Communication and Documentation and its social networks, and will be updated as the events.

Second: *Theoretical teaching and the suspension of classes.*

All face-to-face teaching activity is suspended. However, the course continues on schedule. Over the next few weeks, the Teaching will be done through the virtual classroom. For the development of this all teachers will announce before March 17 2020, through the virtual classroom of each subject, the ways to proceed for each of them. The teacher will design/adapt the continuity of subject in virtual mode depending on the nature of each one. In case that the subject is taught by several teachers, the coordinator of the subject is responsible for supervising the contents and validating them.

Recommendations on the development of teaching through aula virtual:

- It is convenient that support materials are uploaded to the Aula Virtual (presentations, Powepoints, documents and/or articles) and are available for student study and consultation.
- The teachers, in view of the exceptional circumstances, will be available via virtual classroom and/or email during the regular schedule of their theoretical classes so that students can resolve doubts about the agenda on which progress is being made.
- We recommend reading the page on teaching and research at UMU via remote access (<https://www.um.es/notica/trabajo/pdi.htm>).

Third: *Practical teaching.*

The practical activities will be replaced by written practices. The teacher will adapt the internship to a format that allows the student to to deliver them in some of the modalities indicated in this plan of contingency.

Fourth: *Curricular and extracurricular practices.*

All curricular and extracurricular practices of the students of the University of Murcia are suspended. Likewise, all the practices of organizations, companies and institutions that are carried out in the University of Murcia. However, as long as such practices

ensure the possibility of developing training activities in a way not in person, it will be possible to continue with the realization of the same.

Fifth: *End of degree and master's work.*

The face-to-face tutorials, as an academic activity, are suspended. Tutorials are maintained through email and aula virtual. The delivery dates of the works are maintained as follows published in the official calendars.

Sixth: *Mobility*

For mobility students (Erasmus, Sicue. Etc.) a specific monitoring of your situation by the Mobility through the virtual medium they consider most appropriate. They can also use the email internacionales@um.es to clear up any doubts with the Area of International Relations.

Seventh: *Complementary activities to classroom teaching*

→ The activities that were planned for the the next few weeks; in particular, talks, conferences, seminars that required people to travel by public transport or from other locations.

→ Scheduled talks in high schools and secondary schools are cancelled or delayed.

The Vice-rectorate of Studies has announced that it is studying possible changes in the academic calendar that would affect the second term, the call for exams and the defence of TFG.

Eighth: *Installation and loan of AURED material.*

The university facilities will be closed until further notice.

FACILITIES

The Rector of the University of Murcia has signed a binding resolution compliance, the third point of which indicates:

Notwithstanding the provisions of the previous point, and without prejudice to the general recommendation of the health authorities to restrict mobility, such as the declaration of State of Alarm allows "travel to the place of work to carry out (the) work, professional or business service", members of the university community (WORKERS) may voluntarily access the buildings, using their university cards, to carry out essential tasks related to teaching, the research, management or administration.

At no time should students or family members have access to the facilities of the faculty. It is reiterated that only workers can access to carry out an indispensable task.

The loan service of the AURED Building is suspended.

ATTENTION TO DIVERSITY

The Diversity and Volunteering Service has contacted students with special educational needs who need some type of curricular adaptation. These students have a virtual desktop adapted to make it easier for them to follow classes in virtual mode. More information at; Tlf: 868 88 3934 and adyvol@um.es

TELEPHONE AND CONTACT ADDRESS OF THE FACULTY

Tel: 868 88 3924 Web: <http://www.um.es/web/comunicacion>

e-mail: rlp@um.es and secre.decanato.fcd@um.es

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/atika/remoto>

International mobility: internacionales@um.es

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

In Murcia, 15th March 2020.

Pedro Antonio Hellín Ortuño

Dean