

FACULTY OF OPTICS AND OPTOMETRY'S CONTINGENCY PLAN FOR THE PREVENTION OF CORONAVIRUS INFECTION

Following the instructions of the COVID-19 Monitoring Committee of the University of Murcia, the following measures are adopted whose temporary scope will be marked by the resolutions of the rector which, in turn, will be determined by regional and state guidelines.

All the centres of the University of Murcia will make public in their page web el contingency plan on 17th March 2020, in which the will establish the terms in which the students of each degree, course and subject must to continue their academic training activities at a distance during the period of suspension of face-to-face teaching activity.

The Faculty of Optics and Optometry will apply the following contingency plan for its centre and its two degrees, Degree in Optics and Optometry and Master's Degree in Applied Optometry:

1) Students must continue their academic training activities through the resources provided by the Area of Applied Information and Communication Technology (ATICA) of the University of Murcia, especially making use of the "Aula Virtual". For this purpose, we recommend that teachers and students consult the information on this link www.um.es/web/atica/remoto.

2) The teacher who thinks it is convenient to use another platform or virtual environment The alternative must inform the Dean, and once he has the go-ahead, he must inform students of this decision through the Announcement tool of the "Aula Virtual".

3) Regarding the use of the "Aula Virtual":

- Teacher to student communication will be done through the Announcements and Private Messages tools. Students will use Private Messages. If the teacher considers it appropriate, it will also be possible communicate through the email tool WEBMAIL.

- All types of documentation (notes, guides, presentations...) will be uploaded on teacher through the Resources tool.

- The tasks, problem solving and academic work will be managed with the Task tool.

- With the Examination tool, the teacher can test the students to be completed online.

4)The coordinators of all the subjects of the second term have developed a contingency plan according to Annex I, which must be complied with in order to guarantee the academic training of the students. This plan must be published and

explained to the students in the tool "Aula Virtual's Announcements", before March 18th, 2020.

5) All teachers who think it is appropriate and have indicated in their contingency plan will give their classes on-line, making use of the Videoconference tool of the "Virtual Classroom", which allows classes to be given in straight from anywhere. More information about this tool can be found at find in the Online Classes section of the link www.um.es/notica/trabajo/pdi.htm.

The schedule for online classes will remain the same as the one already published for the face-to-face classes. The teacher will contact the students to tell them when those classes begin.

6) In relation to laboratory practices, teachers must have their contingency plan for the rescheduling of practices if they are restart the academic activity in person, and the academic alternatives, such as academic work, which could partially or totally replace them.

7) Tutorials and meetings related to the TFG, TFM and PhD are will be carried out virtually and/or by telephone.

8) 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 entities ensure the possibility of developing the training activities in a non-attendance way, it will be possible to continue the internship.

9) TFG and TFM that have been planned with clinical or experimental that cannot be completed because of the duration of the suspension of face-to-face training activities and external practices, shall redirecting towards bibliographic reviews supplemented by data clinical or experimental results already obtained.

10) For mobility students (Erasmus, Sicue, etc.) a specific monitoring by the Mobility Coordinator using the virtual environment that you feel is most appropriate. If in doubt, please contact the Vice-Rector of Research and Internationalization. Teachers will be able to program methods alternative theoretical and practical assessment for these students in order to facilitate their reincorporation into the subject.

11) All faculty facilities will remain closed.

12. All teachers in the faculty shall be obliged to continue to distance their teaching activities during the period of suspension from face-to-face teaching activity.

13) The activities that were planned for the next weeks; in particular, talks, conferences, seminars that required movement of people by public transport or from other locations. Scheduled talks at institutes and centres of secondary.

14. All these measures shall be maintained until the health situation allows for its reconsideration and modification according to the criteria of the competent authorities.

If you have any doubts about the fulfilment of this contingency plan, please contact the Dean of the Faculty, Eloy A. Villegas: villegas@um.es, tel. 868887214

ATTENTION TO DIVERSITY

The **Diversity and Volunteer Support 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

TELEPHONES AND CONTACT ADDRESSES OF THE FACULTY

Website: <https://www.um.es/web/optica/>

Secretary telephone: 868 88 3915 ... E-mail address of the secretariat: msr@um.es

Others (phone and email) 660844763 || decaop-op@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

