

INSTRUCTIONS TO GUARANTEE THE TEACHING AND ASSESSMENT OF STUDENTS IN INTERNATIONAL MOBILITY PROGRAMMES

In the context of adopting extraordinary measures for containing the SARS-CoV-2 coronavirus, a temporary suspension of face-to-face teaching was decreed. Within this framework, UAB teaching activity remains ongoing, but in virtual mode. On Friday 13 March 2020, a [document was published](#) that provides general instructions for guaranteeing teaching throughout the period in which face-to-face teaching activity is suspended.

This document contains specific instructions addressed to students participating in international mobility programmes (IN and OUT) who require such indications so that they are able to follow and take fullest advantage of the current semester.

1.- Scope of Application

These instructions are applicable to all IN and OUT students in the second semester of the 2019-2020 academic year who may require such indications due to having suspended their class attendance through being forced to return to their own country or through being forced to return from abroad.

However, there are students in this situation who will be able to complete all semester requirements through the measures already taken by the UAB or by the host universities (i.e., institutions that offer online teaching and assessment until the end of the semester). In such cases, where students are able to satisfactorily complete the semester, the measures detailed below are not required.

2.- UAB OUT Students Returning to the UAB before the End of the Current Semester.

UAB students who were studying at foreign universities within the framework of international mobility programmes may return to UAB to continue their education during this same period.

- In accordance with the indications provided on 13 March 2020, students may modify their enrolment in order to adapt this to the new situation, provided that they have the prior authorisation of the teaching centre in question (department, faculty, etc.).
- To request modification of registration, students must contact, via e-mail, the academic administration office of the centre in which they are currently studying.
- The deadline for participating in this extraordinary re-incorporation, in the case of UAB students who are returning, is 3 April 2020.
- In the event that a student is obliged to return after the established deadline, he/she must have a specific teaching plan that will allow him/her to participate in the assessment scheduled for this semester.

- On re-incorporation into the UAB, and until the end of the course, the student will form part of the ordinary class group and will follow the same indications as the other students in that group.
- Lecturing staff who receive a returning student must draw up a plan of work that, through whatever indications the lecturer deems necessary, will allow the student to cover all course content that has already been taught in February and March. These indications may include, where appropriate, an online adaptation of the assessment activities that had already been carried out during the normal face-to-face teaching period, that is, before the move to online teaching.
- It should be noted that any programmed evaluation activity that cannot be carried out or adapted, for the cases set out in these instructions, must be replaced by other activities that can be completed in a non-attendance mode.

3.- International IN Students Returning to their Country of Origin before the End of the Semester.

International students who were studying at the UAB within the framework of international mobility programmes who were obliged to leave before the end of the period of study covered by this agreement and before completing the agreed teaching programme at the UAB will be able to maintain their academic activity online until the end of this academic period (second semester, 2019-2020 academic year).

- The lecturing staff who taught these international students are obliged to maintain online teaching until the end of this academic period, even if teaching activity at the UAB returns to face-to-face mode.
- Online support and monitoring provided by UAB lecturers in such cases must also include the evaluation of the subject through non-attendance evaluation activities that will allow the corresponding grade to be issued. This grade will be sent to the home university following the ordinary or extraordinary procedures that have been established.
- In a small number of cases due to time-zone differences, it is possible that online teaching taking place within the scheduled time allotted to the subject in the course timetable cannot be followed in real time by international students who have returned home. In such cases, lecturers must ensure an alternative means of communication that guarantees the effective transmission of the course content in question, and also ensure that any necessary tutoring is made available.

4.- Curricular Internships, Placements and Degree-Final Projects (“TFGs”)

In the case of IN students who cannot fulfil external academic placements as scheduled, and have to leave for their country of origin, the corresponding learning agreement will be cancelled.

In the case of OUT students who have not been able to carry out the internship/placement and who return to the UAB, it will be necessary to determine whether, within the framework of the extraordinary measures enabled for internships and placements, these can be carried out during the 2019-2020 academic period. If the internship and placement

in question cannot go ahead, registration for this subject will also have to be cancelled and the corresponding registration fee returned, with the prior authorisation of the teaching centre concerned.

In the case of students writing their TFG abroad, this can be completed online. If applicable, experimental or field-work sections will have to be adapted so that the student can complete the project and be evaluated within the 2019-2020 academic year.

5.- Coordinating the Implementation of Mobility Modifications

IN or OUT students wishing to advantage of this mobility modification must process the corresponding application through the academic administration office of the centre concerned within the deadlines established and through the correct online channels.

It is the responsibility of the academic administration office to guarantee all necessary administrative information for exchange and mobility coordinators and for the Area of International Relations.

It is the responsibility of the exchange and mobility coordinators in each centre to inform the faculty members concerned of those students who are joining their course as a result of this mobility modification, and also to inform the relevant degree coordinators.

It is the responsibility of the deans' offices and centre administrations to resolve any incidents that, in certain given cases, may arise, in permanent communication with the Vice-Rector's Office for Academic Programming and Quality and the Vice-Rector's Office for International Relations and Language Policy.

6.- Related Administrative Processes

All payments and administrative procedures related to mobility and registration will follow the steps determined by the administration, the Area of Academic Affairs and the Area of International Relations, with the specific details and requirements that may be determined as and when needed to meet these exceptional circumstances.

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