

INSTRUCTION OF THE VICE-RECTOR OF ACADEMIC PROGRAMS OF THE UNIVERSIDAD CARLOS III DE MADRID, ON EXTRAORDINARY MEASURES COORDINATED WITH THE VICE-RECTORS OF STUDENTS, INTERNATIONALIZATION AND EUROPEAN UNIVERSITY AND STRATEGY AND DIGITAL EDUCATION, AND WITH THE DEANS AND DIRECTORS OF THE SCHOOLS, TO ADAPT THE UNIVERSITY TO THE TEMPORARY SUSPENSION OF FACE-TO-FACE EDUCATIONAL ACTIVITY

As a result of the suspension of face-to-face educational activities from 11 to 25 March at the universities of Madrid, adopted by Order 338/2020, May 9TH, of the Regional Ministry of Health adopting preventive measures and public health recommendations in the Community of Madrid as a result of the situation and evolution of the coronavirus (COVID-19). An update of academic calendars is being carried out. On the other hand, several alternatives are proposed for establishing a flexible framework that allows faculty implement the measures they consider most appropriate for teaching and learning and assessment activities, taking into account the specific characteristics of their subjects.

Within this framework, the coordinators of subjects, together with the professors responsible for the groups, will make the changes in both programming and evaluation systems that they consider convenient, adapting approved syllabus to the exceptionality of the current situation, in order not to harm our students.

These changes in the programming of the subjects, in the evaluation systems, the tutoring regime, etc. must be communicated to the students in Aula Global.

1.Updating of academic calendars

(see appendixes)

2.Teaching activities:

* Students must be guaranteed with access through Aula Global to the teaching materials and all resources related to the planned contents in this period in order to facilitate autonomous study.

* In addition, it is recommended to use the resources available for online class participation. In the next few days, instructions will be provided on the tools available and procedures to be followed, and from March 12 to 17, training sessions will be held on these tools for faculty who require them.

* Tutorials will be held in the Aula Global, which can be either interactive through visual communication resources available or by e-mail.

* The laboratory practices of the experimental subjects may be replaced by other types of training activities that guarantee the acquisition of the expected competences, or if

necessary, they will be carried out in an intensive way when the teaching activities are restarted.

3. Evaluation tests

The first final paragraph of the regulations governing the processes of continuous assessment approved by the Governing Council in its session of 31 May 2011, establishes that "exceptionally, in the case of a student who, for duly justified reasons, has not taken all the continuous assessment tests (of the subject), the teacher may take the measures he or she considers appropriate so as not to affect the grade". In the current exceptional situation, it is of special importance to adopt all those possible measures in order not to harm the students' qualification.

* Wherever possible, evaluation tests that are currently carried out in person will be replaced by others that do not require this presence: works, projects, etc. Midterm master's exams that cannot be replaced by other non-attendance tests, will be moved to the ordinary period of exams of the second quarter.

* The final exam in the ordinary period may be worth 100% if this is more beneficial to the student because of the impossibility of carrying out the continuous assessment process.

* The evaluation of Final Projects (TFG, TFM) that cannot be postponed, can be defended in a non-attendance way using the visual communication media available at the university.

4. International students

* The university has recommended that incoming international students stay in Spain for the entire academic year. However, for those students who return to their countries of origin and do not rejoin the UC3M for justified reasons once the activity has resumed, non-attendance evaluation tests will be provided as far as possible. In the event that these remote assessment activities cannot be carried out, it will be guaranteed that the final exam will be taken remotely with the support of the corresponding services of the university of origin.

* Those outgoing students who were enrolled in a mobility program and who, due to the COVID-19 epidemiological incidence, request to return to academic activity of the Universidad Carlos III de Madrid, will be readmitted. Their absence will be considered justified until the time of reinstatement and, as far as possible, they will be facilitated in carrying out continuous assessment activities. In the event that they are unable to carry out these activities, they will be entitled to a final examination in the ordinary call with a value of 100% of the qualification.

Final Disposition

1.- The new academic calendars will be in force until their effectiveness has been exhausted.

2.- The rest of the measures will be in force while the temporary suspension of the educational activity agreed by Order 338/2020, May 9th, of the Regional Ministry of Health adopting preventive measures and public health recommendations in the Community of Madrid as a result of the situation and evolution of the coronavirus (COVID-19), and will be automatically extended if it is extended in accordance with the provisions of its disposition 3.

In Getafe, on 10 March 2020

(This traslation of the official Instruction in Spanish is valid only for informational purposes)

APPENDIX 1. UPDATE OF THE 2019/20 ACADEMIC CALENDAR

UNDERGRADUATE STUDIES AND GRADUATE PROGRAMS OF REGULATED ENGINEERING MASTER PROGRAMS

(MAIN CHANGES)

1. Temporary suspension of face-to-face educational activity in the period from March 11 to March 25.
2. Change of the end of classes of the second term to May 20.
3. Change of the examination period of the second term from May 21 to June 5 (including Saturdays 23 and 30 of May). This period could be modified if the scheduled dates for the university access exams are not modified.
4. Change of the extraordinary examination period from June 18 to July 3. This period could be modified if the scheduled dates for the university access exams are not modified.
5. The grades of exams of the subjects of the ordinary exam period must be delivery by faculty before 23:59 hours on June 12, to guarantee that students will know if they have to attend or not the extraordinary call.

CALENDARIO ACADÉMICO CURSO 2019/20

ESTUDIOS DE GRADO Y MÁSTERES HABILITANTES EPS

Septiembre							Octubre							Noviembre							Diciembre							Enero							Febrero						
sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s
						d							d							d							d							d							d
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7				
2	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
3	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																									
4	23	24	25	26	27	28	29																																		

Marzo							Abril							Mayo							Junio							Julio							Agosto						
sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s							
						d							d							d							d							d							
6	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7				
7	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																			
8	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																									

Festivos nacionales y CAM	
12 oct; 1 nov; 6,9, 25 dic; 1, 6 ene; 9, 10 abr; 1,2 may; y 15 ago	
Festivos locales	
Getafe:	21 may 1 jun
Leganes:	11 oct y 17 ago
Colme:	15 mayo y 24 jul
Días no lectivos	
23 dic a 7 ene	
6 a 13 abril	

BIENVEN-ORIENT ESTDTES NUEVOS
INICIO CLASES
FIN CLASES
RECUP. y TUTORÍAS
EXÁMENES MOV NO EUROPEOS
E1 EXÁMENES Ord. (bloque 1)
E2 EXÁMENES Ord. (bloque 2)
EXÁMENES Extraord.
CEREMONIAS GRADUACIÓN GRADO
SUSPENSIÓN DOCENCIA COVID19

1er CUATRIMESTRE		2do CUATRIMESTRE	
FACS	EPS	FACS	EPS
2 y 3 sep			
04-sep		27-ene	
05-dic	13-dic	20-may	
10 al 20 dic	16 al 20 dic	---	
10 al 20 dic	16 al 20 dic		
10 al 20 dic	18 al 20 dic	21 may al 5 jun	
8 al 17 ene	8 al 21 ene		
18 jun al 3 de jul			
6 al 10 jul			
11 al 25 de marzo			

Modelo docente: Las asignaturas de 3 ECTS tienen 1 sesión por semana y se imparten a lo largo de todo el cuatrimestre.

Exámenes 1er cuat (E1 diciembre): Asigs. con mayor número de estudiantes incoming; optativas y obligatorias 3 ECTS; optativas 6 ECTS; y resto de asignaturas.

Entrega de Actas: el cómputo de 10 días naturales para introducir las calificaciones de las asignaturas con exámenes en el período de diciembre, se iniciará el 8 de enero. **La entrega de actas de asignaturas examinadas en convocatoria ordinaria 2º cuatrimestre debe realizarse por el PDI antes de las 23:59 horas del 12 de junio para que el estudiante conozca con antelación lo que examina en convocatoria extraordinaria.**

Observaciones: Los festivos de 2020, especialmente los locales, pueden variar en función de las fechas oficiales aprobadas por la administración competente.

**APPENDIX 2. UPDATE OF THE 2019/20 ACADEMIC CALENDAR GRADUATE STUDIES
(MAIN CHANGES)**

1. Temporary suspension of the teaching activity from March 11 to March 25
2. Change of the start of classes for the 2nd semester from March 23 to March 26.
3. Change of the end of the classes of the 2nd term from May 15 to May 22
4. Modification of the ordinary examination period: from May 25 to June 5 (previous period, from May 18 to May 27)
5. Modification of the extraordinary period of exams: from June 22 to July 3 (previous period, from June 16 to June 26)

CALENDARIO ACADÉMICO CURSO 2019/20 POSTGRADO - MÁSTERES

Septiembre 2019							Octubre							Noviembre							Diciembre							Enero 2020							Febrero										
sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s				
						1		1	2	3	4	5	6					1	2	3							1					1	2	3	4	5							1	2	
	2	3	4	5	6	7	7	8	9	10	11	12	13	4	5	6	7	8	9	10	12	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12	2	3	4	5	6	7	8	9	
	9	10	11	12	13	14	14	15	16	17	18	19	20	9	11	12	13	14	15	16	17	13	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19	3	10	11	12	13	14	15	16
1	16	17	18	19	20	21	21	22	23	24	25	26	27	10	18	19	20	21	22	23	24	14	16	17	18	19	20	21	22	4	17	18	19	20	21	22	23								
2	23	24	25	26	27	28	28	29	30	31	11	25	26	27	28	29	30	23	24	25	26	27	28	29	1	27	28	29	30	31	5	24	25	26	27	28	29								
	30												30	31																															

Marzo							Abril							Mayo							Junio							Julio							Septiembre 2020												
sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s	sem	l	m	x	j	v	s						
						1		1	2	3	4	5					1	2	3							1					1	2	3	4	5							1	2	3	4	5	6
6	2	3	4	5	6	7	6	7	8	9	10	11	12	14	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	7	8	9	10	11	12	13					
7	9	10	11	12	13	14	13	14	15	16	17	18	19	15	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	14	15	16	17	18	19	20					
8	16	17	18	19	20	21	20	21	22	23	24	25	26	16	16	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	21	22	23	24	25	26	27				
9	23	24	25	26	27	28	27	28	29	30	17	25	26	27	28	29	30	31	29	30						27	28	29	30	31	28	29	30														
	30	31																																													

Días no lectivos	Festivos	Fechas académicas	Cuatrimestre 1	Cuatrimestre 2	Otras fechas	
23 dic a 7 ene 6 a 13 abril	Fiestas locales:	Cursos 0 y Complementos Formativos	2-13 septiembre		C1 C2	
	Getafe 21 mayo y 1 junio	Inicio clases Cuatrimestre	16 septiembre	27 enero	Encuestas semicuatrimestre 1	Semana 6/7 Semana 7
	Leganés 11 oct y 14 ago	Inicio clases Semicuatrimestre	9 sept / 4 nov	27 enero / 26 marzo	Encuestas semicuat. 2 y resto	Semana 13 Semana 13
	Madrid-PT 15 mayo	Recuperaciones y Tutorías	Semana 6 (Semicuat.)	Semana 7 (Semicuat.)	Cierre actas exámenes ordinarios	06-feb 12-jun
	Sujetos a posibles cambios al aprobarse el calendario laboral de 2020	Fin clases Cuatrimestre	13 diciembre	8 mayo	Cierre actas exámenes extraord.	10-jul
		Fin clases Semicuatrimestre	25 oct / 20 dic	10 marzo / 15 mayo	Ceremonias Graduación	13-17 julio
	Fiestas nacionales:	Exámenes asignaturas Semicuat. Semana 7-8	28-31 octubre	SUSPENSIÓN ACTIVIDAD DOCENTE	Jornadas Actividades Transversales	16-20 diciembre 11-15 mayo
		Exámenes ordinarios	13-22 enero	25 mayo - 5 junio	Aprobación por Cº de Gobierno 12-12-2018 Actualización Coronavirus-CM 10-03-2020	
		Exámenes extraordinarios	16-26 junio			
		TFM	Periodos Defensa Febrero-Marzo	Fecha Máx. Matricula 30-nov-19		
			Junio-Julio	31-mar-20	15 junio - 19 julio	
			Septiembre	31-mar-20	7-30 septiembre	

Observaciones:

Los festivos de 2020, especialmente los locales, pueden variar en función de las fechas oficiales aprobadas por la administración competente.

(*) El MU de Acceso al Ejercicio de la Abogacía y los Másteres profesionales de la Escuela Politécnica Superior tienen peculiaridades respecto al calendario general que serán publicadas en sus respectivas páginas web