



Facultad de Ciencias Económicas y Empresariales

## **General framework for the teaching organization in the Faculty of Business Administration and Economics during the 2020-2021 academic year due to the COVID'19 sanitary crisis**

The sanitary crisis derived from the COVID'19 forces the Universities to adapt the teaching organization of the 2020-2021 academic year to comply with the health and educational regulations established by the Spanish Government in the RDL 21/2020 of June 9 and the Community of Madrid in the Order 668/2020 of June 19, focused on the interpersonal distance and the control of the capacity to avoid agglomerations.

### **STARTING DAY OF CLASSES:**

Bachelor's Degrees and Double Degrees: **28th SEPTEMBER** ([academic calendar](#))

Masters (check the specific calendar of each master in their websites).

### **TEACHING: ALTERNATE SEMI-PRESENTIAL**

**The Faculty of Business Administration and Economics has chosen to begin the course with this model, always subject to the indications of the educational and health authorities.**

It involves a week of virtual teaching and a week of face-to-face teaching. The attendance at the Faculty will alternate by degree. The odd weeks will attend the Degrees of Business Administration and Management and Finance, Banking and Insurance, as well as the Double Degrees of Law-ADE and ADE-Computer Engineering, starting the 28<sup>th</sup> of September. The even weeks will attend the Degree in Economics and the Double Degrees in Economics-Mathematics and Statistics, Economics-International Relations and Management and Public Administration-Economics. See Annex I.

In this model of semi-presential teaching, in general, each subject will have 50% attendance and 50% online teaching. These percentages could vary according to the evolution of the sanitary crisis. Thus, we could go to a 100% classroom model, if the evolution is positive, or a 100% online model, if the evolution is negative. In this semi-presential model, depending on the degree, a week of attendance will alternate with a week of online attendance, the latter being either synchronous or asynchronous. This model will guarantee a lower affluence of students each week to the Faculty, since half of the degrees of Degree and Double Degree will go to the classrooms in person, while the other half of the degrees are in their week of class online. The schedules of each subject will remain unchanged either face to face or online. Seats will be established for each group of each subject according to the capacity of the classroom assigned for the face-to-face part, using only the classrooms with the highest capacity and whose occupation will be reduced by less than half to allow for distance.

The Masters will be assigned the same classroom in both odd and even weeks, so they can opt for up to 100% face to face teaching.



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### FLEXIBILITY OF THE TEACHING FRAMEWORK

The alternate blended model allows for an almost automatic switch to a 100% on-site model (unlikely situation) or a completely virtual model (fairly likely situation) depending on the evolution of the pandemic. This implies that the subjects will have to be programmed to be able to pass from a semi-presential model to a presential or virtual one in a fast and simple way.

### ASSESSMENT SYSTEMS

Final exams will be held, whenever possible, in person. The schedule of exams will be published on the web. The occupancy rate of the classrooms in the exams will be less than 30%.

### COMPUTER LABS

Given the complexity of its use with appropriate security measures, work is underway to equip students' computers with the required software or to access the software used in the classrooms by remote connection. The Vice-rectorate of Technology and Sustainability will inform about the procedure to follow.

### HEALTH SAFETY

As far as possible, efforts will be made to address cases where staff are particularly sensitive to the virus to facilitate their continued work with minimal risk.

The recommendations of the Ministry of Universities, the Ministry of Health and the Community of Madrid will be taken into account, which mainly include the maintenance of **interpersonal distance**, **personal prevention** measures, **hand hygiene** and the obligation of the **use of masks** in all areas of the University.

The Occupational Risk Prevention Unit will coordinate actions in the event of the appearance of contagion, which could mean the *immediate transition to the online model for the affected groups*.



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## ANNEX I

Calendar of ATTENDANCE during the first semester for Degrees and Double Degrees.

# Annual Calendar Template

# 2020-2021

## Alternative Semipresential System

	Presential Faculty: Business Administration, Law+Administration, Business Administration+Informatics & Finance, Banki
	Presential Faculty: Economics, Economics+Mathematics, Economics+IR, PA+Economics.
	Exam periods

septiembre '20						
M	T	W	Th	F	S	Su
	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				

octubre '20						
M	T	W	Th	F	S	Su
			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	

noviembre '20						
M	T	W	Th	F	S	Su
						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						

diciembre '20						
M	T	W	Th	F	S	Su
	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			

enero '21						
M	T	W	Th	F	S	Su
				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

febrero '21						
M	T	W	Th	F	S	Su
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

marzo '21						
M	T	W	Th	F	S	Su
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				

abril '21						
M	T	W	Th	F	S	Su
			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		

mayo '21						
M	T	W	Th	F	S	Su
						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					

junio '21						
M	T	W	Th	F	S	Su
	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				

julio '21						
M	T	W	Th	F	S	Su
			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	

agosto '21						
M	T	W	Th	F	S	Su
						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					