



TEACHING PLAN AND CONTINGENCY PLAN FACULTY OF ARTS. UNIVERSITAT ROVIRA I VIRGILI 2020-2021 ACADEMIC YEAR

Tarragona, 9 September 2020

1. Introduction

The teaching plan that we present in the present document is based on the *RESOLUTION issued on 18 September by the rector of the Universitat Rovira i Virgili (URV) regarding teaching activities on the premises of the Universitat Rovira i Virgili and the Fundació URV that are planned for the 2020-21 academic year*, the recommendations of the Catalan University System Quality Agency (AQU Catalunya) *GUIDELINES FOR ADAPTING UNIVERSITY COURSES DURING HEALTH EMERGENCIES AND EXCEPTIONAL SITUATIONS: IMPLEMENTATION, DEVELOPMENT AND ACCREDITATION*, the *RECOMMENDATIONS OF THE MINISTRY OF UNIVERSITIES TO THE UNIVERSITY COMMUNITY FOR ADAPTING THE 2020-21 UNIVERSITY ACADEMIC YEAR TO ADAPTED ONSITE ACTIVITY AND THE MEASURES TO BE TAKEN BY UNIVERSITIES IF THERE IS A SUSPECTED OR CONFIRMED CASE OF COVID-19 (MINISTRY OF UNIVERSITIES)* and the *PREVENTIVE AND HYGIENE MEASURES AGAINST COVID-19 FOR UNIVERSITY CENTRES DURING THE 2020-2021 ACADEMIC YEAR (MINISTRY OF UNIVERSITIES)*.

According to the rector's resolution, the 2020-21 academic year has been defined by the Interuniversity Council as an exceptional period that requires the adoption of extraordinary measures such the organization of online teaching-learning environments in order to complement and/or cover the readjustments made to face-to-face teaching due to the health emergency.

In this regard, the Faculty of Arts proposes specific teaching planning in order to meet the challenges of the current situation, which maintains the teaching modality established in the verification reports of its bachelor's and master's degrees, but which adapts the teaching methodologies to the circumstances caused by the pandemic and to the URV's efforts to help contain COVID -19



since 8 September 2020 when the rector announced the measures in a meeting with the URV's deans. The changes to be made will be outlined in the present document and will be communicated via the teaching guides and the publication of this teaching planning and contingency plan.

In accordance with the guidelines issued by AQU Catalunya, the governing principle of this teaching plan is fairness. Thus, "the training activities that are adopted must apply to all students on any given course in order to ensure fairness. That is, there cannot be groups on the same course undergoing different training activities and assessment processes. Likewise, and in accordance with the aforementioned guidelines: "the teaching and assessment methodologies must also include the teaching staff".

2. Objective and scope

The objective of this Contingency Plan is to define the basic guidelines for teaching activity at the Faculty of Arts (FA) during the 2020-2021 academic year. This Plan is to be applied to our faculty.

3. Guidelines

3.1 Limiting contact

The Faculty of Arts will programme teaching activity for the first semester of the 2020-2021 academic year in accordance with the *RESOLUTION issued on 18 September by the rector of the Universitat Rovira i Virgili (URV) regarding teaching activities on the premises of the Universitat Rovira i Virgili and the Fundació URV that are planned for the 2020-21 academic year.*

This will mean that teaching will be moved as far as possible online and that face-to-face teaching will be reduced to a few essential activities, such as external internships, practical activities (such as those carried out in a studio) and certain sessions that are absolutely necessary, principally those for first-year bachelor's students.



In order to limit contact in classrooms concentrations of people on campus, classroom groups will not exceed 30 people and the dates on which these groups may attend will be announced via Moodle before the course begins. Groups will be allowed to attend every week, every two weeks or monthly depending on what is required by the subject.

Our faculty is located on the Catalunya Campus, where it offers 34 different courses. In order to optimize the distribution of spaces and minimize the number of journeys, 3-hour periods will be established for each course (in coordination with the faculties of Legal Sciences and Nursing). These periods will be used to teach the synchronized face-to-face and online sessions of the subjects of the FA's bachelor's and master's degrees.

The principal methodology will be non-synchronized online teaching, with face-to-face teaching with synchronized online teaching in the general ambit of bachelor's and master's degrees to prevent overlaps and to ensure that student timetables are organized in an effective manner. In coordination with all of the other subjects on each course, each subject will plan and announce its intended activities in order to quantify the amount of time that the students spend studying the different subjects.

Attendance will be managed in accordance with the following criteria: face-to-face theory sessions will be eliminated, individual tutorials will move online, self-guided study will be encouraged and face-to-face activities will be redesigned towards the presentation of the subjects and the monitoring of the group-class.

The campus currently has thirty classrooms with cameras and microphones that enable classes to be taught simultaneously face-to-face and via video-conference. The Educational Resources Service of the URV will offer courses and manuals for those who wish to use these tools in their teaching activities. These combined classes must take place during the pre-arranged periods and in the classrooms assigned to the course as a whole.

When spaces are assigned, priority will be given to first-year groups, whose subjects require a higher degree of face-to-face attendance. During the first semester, the groups and sub-groups of first-year bachelor's students will be



convened regularly on the basis the types of subject that they are studying, whilst ensuring at the same time that their presence on campus is kept to a minimum.

If possible, when the academic year begins, there will be welcome events in outdoor spaces. If not, during the first week, courses teachers will help first-year students to become familiar with their new university life through a series of presentations. Furthermore, the teaching staff will keep students informed at all times about the academic calendar and how the subject will be assessed.

All programmed teaching actions need to be flexible to so that they can be adapted to the nature of each course or subject in a changing situation. The manner of assessment must also offer the possibility one-off assessment to those students who, due to health reasons or to limited access to the internet or technology, cannot be assessed by means of continual assessment.

If there is a general state of lockdown and/or travel restrictions, all teaching activities will move online whilst respecting as much as possible each subject's requirements and dynamics. To do so, Moodle will be used to continue communication and teaching.

3.2. Personnel prevention measures

Face masks must be worn at all times anywhere on campus.

Signs providing information about prevention measures will be put up on campus and teaching staff will also inform about these measures in situations of personal interaction.

The Faculty will suggest that all of its members download the Google Play application Radar Covid (an alternative must be found for Huawei devices and others).

3.3. Cleaning and ventilation

Before and after each face-to-face teaching activity, spaces will be ventilated for



at least 10-15 minutes. Teaching staff will be responsible for ensuring that windows remain open for as long as possible and that classrooms are ventilated once for every hour of classroom time.

The FA's timetables and calendars will specify when students may attend during the first semester. The Dean's Support Office will communicate this information to those responsible for cleaning the URV's campuses.

If face-to-face assessments are unavoidable, they must also comply with these measures.

3.4. Research and other teaching staff duties

The teaching staff may work in their offices provided that they follow the general preventive measures stipulated in the URV's Contingency Plan. However, meetings to coordinate teaching and other activities should be held online and tutorials will continue to be given online.

Individual supervision of subjects will move as far as possible online but this will not be applied to other areas of student assistance. The PAT will be used to maintain close contact with each student, which may be face-to-face if necessary. To ensure fairness, the teaching staff will remain aware of possible difficulties regarding mobility, health or access to technology experienced by students, will report such cases to those in charge of the course and will provide information regarding the support offered by the URV.

3.5. Management of COVID-19 cases

The Faculty website will publish the present Contingency Plan and links to other URV pages containing information about prevention and COVID-19 (<https://www.urv.cat/es/ly/coronavirus/>) and access to the URV's general Contingency Plan.

If a student feels ill whilst on URV premises, they must tell one of their teachers, who will record it and ask them to go home.



If a teacher is not able to work, the department will provide substitute teaching in the normal manner.

EXTERNAL INTERNSHIPS: These may be face-to-face or via teleworking, depending on what companies can offer during the first semester, with priority being given to the face-to-face option. Companies offering these two options may be listed in the same directory and, provided that the student agrees, the format of the internship may follow either option.

If internships are carried out online, either because the company has changed its modus operandi in recent months or because there is another lockdown, the individuals responsible for practicals will ensure that the nature of the activity is not substantially changed or modified from the originally intended format.

If there is a further general lockdown, alternative/complementary assessment activities will be designed to compensate for any training that could not be given at companies and institutions. This be coordinated between the student, the academic tutor and the professional tutor.

BACHELOR'S AND MASTER'S THESES: Face-to-face activities relating to the bachelor's and master's theses of all FA courses will be limited, but some will take place and be announced, as is the case with the remaining teaching activities for bachelor's and master's degrees that are regarded as essential to ensure the progress of students' projects.