

## ANNEX I

### Addendum to the Course Syllabus

### *INTRODUCTION TO ACCOUNTING*

Academic year 2019-2020

(Date of approval by the Governing Council: 30 April 2020)

Due to the health crisis caused by the COVID-19, the teaching staff responsible for the courses have adapted the academic criteria in accordance with the guidelines of the Andalusian framework document on adaptation criteria of 11 April 2020 and the Guide for the adaptation of teaching and assessment at the University of Jaén to the exceptional situation caused by the Covid-19 during the academic year 2019-2020 (approved by the Governing Council on 20 April 2020). These addenda allow to document with evidence the contingency plans adopted and the dissemination and publicity measures established to students, teachers and society at large.

**Degree(s): Bachelor's degree in Business Administration and Management / Grado en Administración y Dirección de Empresas (INGLÉS)**

**Joint Program(s) of Official Studies:**

**Course: Introduction to Accounting**

**Code(s): 11121005**

**Course coordinator: Alonso Moreno Aguayo**

**Department/Centre: Financial Economics and Accounting/Faculty of Social and Legal Sciences**

#### **1. BRIEF DESCRIPTION OF CHANGES IN CONTENTS AND/OR COMPETENCES**

(Please describe the changes introduced with regard to the original teaching guide)

There are no changes with regard to the original course syllabus.

#### **2. CHANGES IN TEACHING METHODOLOGY**

(Please describe the changes introduced with regard to the original teaching guide)

The teaching activity of this course was conducted in the first semester. After the closure of the university because of the crisis, online attendance is conducted via email or online videoconference (Google Meet).

### 3. CHANGES IN TRAINING ACTIVITIES

(Please describe the changes introduced with regard to the original teaching guide)

There are no changes with regard to the original course syllabus.

### 4. CHANGES IN ASSESSMENT METHODOLOGY

(Please describe the changes introduced with regard to the original teaching guide)

The change in the assessment methodology in relation to the original syllabus will only affect to the II extraordinary session exam.

The only change will consist of the substitution of the in-person exam by an online written exam, keeping the original weight (100%). This weight is justified by the fact that the teaching activity was ended when this addendum was passed and in order to use a similar system than that used in the I ordinary session exam.

The teaching staff may contact the students (by videoconference or other appropriate means) if necessary to clarify any question about the resolution of the assessment.

-In the case of recording of images of the students was necessary for the exam, the use of the recordings will be strictly limited to the purposes of the assessment. They will be used neither for any other purpose nor other compatible uses without the consent of the concerned people. The recordings will not be transferred to third parties who are not competent in the process of assessment of the specific group of students in question.

\*The corresponding data protection clause is added at the end of this addendum.

### 5. TEMPORAL PLANNING

(Please describe the changes introduced with regard to the original teaching guide)

There are no changes with regard to the original course syllabus.

### 6. RESOURCES AND FACILITIES

(Please describe the changes introduced with regard to the original teaching guide)

Online resources will be required in to order to take the online exam (II extraordinary session exam).

**Coordinator's approval**

**Date**  
**22 April 2020**

**\*DATA PROTECTION CLAUSE**

**Institution in charge of data processing:** Universidad de Jaén, Campus Las Lagunillas, s/n, 23071 Jaén  
Data Protection Delegate: [dpo@ujaen.es](mailto:dpo@ujaen.es)

**Purpose:** In accordance with the Universities Law and other national and regional regulations in force, carrying out exams and assessment tests corresponding to the courses students are registered in. In order to avoid frauds while sitting the exam, the exam will be answered using a videoconference system, being able the academic staff of the University of Jaén to compare and contrast the image of the person who is answering the exam with the student's photographic files. Likewise, in order to provide the exam with evidential content for revisions or claims, in accordance with current regulation frameworks, the exam will be recorded and stored.

**Legitimacy:** compliance with legal obligations (Universities Law) and other national and regional regulations currently in force.

**Addressees:** service providers who are the owners of the platforms where the exams are carried out and with whom the University of Jaén has signed the corresponding data access contracts.

**Storage periods:** those established in current in force regulations. In the specific case of exam videoconference recordings, not before the examination records and transcripts are closed or the exam can still be reviewed or challenged.

**Rights:** you can exercise your right of access, amendment, cancellation, opposition, suppression, limitation and portability by sending a letter to the postal or electronic address indicated above. In the event that you consider that your rights have been violated, you may submit a complaint to the Andalusian Council for Transparency and Data Protection [www.ctpdandalucia.es](http://www.ctpdandalucia.es)