

ANNEX I

Addendum to the Course Syllabus

INTRODUCTION TO FINANCE

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

Joint Program(s) of Official Studies:

Course: Introduction to Finance

Code(s): 11121007

Course coordinator: Isabel Carrillo Hidalgo

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)

Educational activities are maintained through non-face-to-face and "online" modalities. The face-to-face classes (theory and practice) are replaced by synchronous virtual classes, through the Google Meet platform, respecting the timetable of the subject and recording the sessions, in order to facilitate them to international students with a time difference that requests it. In addition, as support for practical classes, asynchronous activities have been developed in the form of video tutorials and extra-material (spreadsheets and review activities).

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)

ORDINARY CALL

100% of the subject will be assessed through continuous assessment, which will consist on:

- 40% Individual and/or group papers.
- 60% Evaluable activities carried out throughout the course.

The tool used to carry out the activities and deliver the exercises will be the ILIAS platform.

EXTRAORDINARY CALL

If this exceptional situation, caused by the Covid-19, remains, replacing the face-to-face exam with an online exam, if by carrying out a written evaluation through test applications using the Ilias platform or Google Forms. The weight of the exam on the overall grade for the subject will be 100%.

If the recording of images of the students were necessary for the evaluation:

The use of the recordings will be strictly limited to the purposes of the evaluation.

They will not be used for any other purpose, not admitting compatible uses without consent of the people concerned.

The recordings will not be transferred to third parties who are not competent in the process of evaluation 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)

The online videoconference system GSuite Meet has substituted face-to-face interaction in the same official week days and times established in the official timetables, for classes and tutoring.

Coordinator's approval

Date

***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

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.

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