

RESOLUTION OF THE RECTORATE OF THE UNIVERSITY OF JAEN, 13 MARCH 2020, ADOPTING SPECIFIC MEASURES CONCERNING THE EVOLUTION OF COVID-19

In view of the health alert produced by the coronavirus and its associated disease, COVID 19, and as a development of the agreement between the Rectors of the Andalusian Universities of 12th March 2020, this Rectorate agrees on the following specific measures:

General measures

The University of Jaen establishes the following general measures:

- Temporary suspension of all face-to-face teaching and training activities.
- Temporary suspension of the following activities:
 - o Activities programmed within the university premises.
 - o Cultural activities.
 - o Activities that involve the presence of students within the facilities (curricular and extracurricular practices, training scholarships, etc.).
 - o Field trips.
 - o Authorisations to travel outside the university for academic purposes, including commissions to participate in university competitions, contests and defenses of doctoral theses.
 - o Closure of libraries, study rooms, and sports facilities.
- Canteen, cafeteria and reprographic services will be kept open. UJA will reinforce the health and prevention measures.
- The Halls of Residence (Colegio Mayor) and the University Accommodations Services are to be kept open. UJA will reinforce the general cleaning and prevention measures, and avoid the concentration of staff in these premises.

Staff

The members of teaching and non-teaching staff of the university will continue to serve, except for face-to-face teaching activities, regardless of the closure to the public of some facilities.

Specific information on the conditions of service provision by teaching and non-teaching staff, and students who are not included in this resolution will be transferred to the stakeholders from the Vice-rectorships with competences and Management, negotiating where appropriate with the bodies of representation of workers.

Meetings. Face-to-face work meetings shall be avoided, using, where appropriate, the systems of videoconference.

Travel. Service commissions and trips outside the University of Jaén will not be authorized for work purposes. Those that at the present time are already authorized but would not have started are suspended. This suspension comprises the secondments for participation in opposition courts, competitions and doctoral thesis defense.

Flexibility in working hours for staff with dependents and other duly justified cases (risk groups defined in agreement with the health authorities).

Staff with children or elder dependents being affected by the closure of schools or elderly homes will, where possible, work through the telecommuting system.

Competitive examinations and contests

All personnel selection processes are postponed.

Electoral processes

The electoral processes are suspended for the period of this resolution.

Attention Services

In the public attention services, priority will be given to telephone and email attention. In the case of face to face attention, if strictly necessary, the staff shall be organised to ensure the provision of the service. The request will always be made through the form published at <https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>.

Specific measures for the development of teaching activity

Non-presential teaching

Non-presential teaching will be facilitated through the use of the *Virtual Teaching* platform. Courses will be given by videoconference. The vice-rectorates with teaching skills, students and the digital university will transfer to the Centres and stakeholders specific information for the development of these non face-to-face activities.

Tutorials

Tutorials will be carried out by telematic means.

Curricular practices

All curricular practices are suspended.

Extracurricular practices (Icarus):

- Extracurricular practices that take place in the facilities of the University of Jaen are suspended.
- In the case of extracurricular practices carried out in external entities not suspended in accordance with the indications of the health authorities, it will proceed to its assessment in agreement with the entities involved.

End of degree and master projects (TFG and TFM)

The celebration of all the TFG and TFM tests is postponed.

Doctoral theses

In case of a defense test of doctoral thesis, the Doctoral School may authorize the completion of the defense by video conference or postpone the holding of the same. No defense acts will be called during this period, not counting that period for the purposes of legal deadlines.

Specific measures for international mobility activities

Outgoing students

The students of the University of Jaén who are abroad under mobility programmes and decide to return to our country are requested to do so following the instructions of local and Spanish authorities. The University of Jaén will take the appropriate measures to minimize the academic and economic impact of their return.

Incoming international students

International students at the University of Jaén will follow the same instructions given to Spanish students.

Mobility of the staff of the University of Jaén

All staff mobility actions are postponed.

Specific measures for the development of research activity

Research and transfer activities will continue on a regular basis, always following the recommendations given by local and Spanish health authorities. This measure will affect UJA researchers, technical staff, pre- and post-doctoral staff and staff hired on a project basis. Activities that bring together large groups of people will be encouraged to use online meetings whenever possible.

These measures shall apply from 16th to 30th March 2020, without prejudice to its updating in the light of the reassessment of the situation by the competent authorities.

Juan Gómez Ortega

President

University of Jaén

Jaén, 13 March 2020.