

Guidelines for adapting teaching and evaluation to the COVID-19 crisis

Dear students,

As you are fully aware, the advent of the COVID-19 epidemics has led the Spanish Government to impose lockdown measures and the University has had to move to online teaching. The extension of the lockdown situation left many practical questions about the end of the academic year open. In this regard, the Rector of our University issued a Decree addressing these issues on 13th April. The Director of the School has provided us with a document containing its practical implementation. This is an abridged translation intended for students who are not fluent in Spanish.

In short, the main points are:

1. Regular face-to-face teaching will not be resumed in the present academic year. All teaching will remain remote. Continuous assessment, including mid-term exams, will be held online.
2. However, the academic calendar undergoes no modifications. Final exams (June) and second-opportunity exams (July) keep their schedule and, unless otherwise noticed by the academic authorities, will take place in the School as usual. In case we had to resort to online final exams, the University will make an official announcement at least two weeks prior to the first scheduled exam.
3. The University is aware that some students might not be able to take the final exams due to health/personal issues or technical reasons. The School provides a form for such situations here: <https://www3.caminos.upm.es/secretaria/validar.php> (Then click on "Procesos"> "Notificación de Incidencias-COVID")
If you realize that this may be your case, please fill in the form stating your reasons and provide, if possible, evidence. The University will provide an extra opportunity in September for such cases.
4. If any technical problem arises *during* an online exam, please let your teacher know immediately by any means, and notify the Virtual Secretary of the School (same link) as well.
5. The defence of the Final Research Projects will take place as initially scheduled. An additional session in October may be provided if necessary.
6. Issues about internships or international exchange programs will be solved on an individual basis. Please do not hesitate to contact your teachers, degree coordinator or our International Office.
7. Since remote exams will not be invigilated/proctored, the School is asking you to sign a **honor code** (in Spanish only, sorry) in which you pledge to uphold values of academic integrity and commit yourselves not to cheat in exams or dishonestly claim other people's work as your own. The form is available at <https://www3.caminos.upm.es/secretaria/validar.php> (click on "Procesos"> "Código ético"). You will have to download the form, attach an image of your signature and upload it back). Important: please sign it as soon as possible to avoid potential problems with deliveries and exams later.

Thank you all for your cooperation.