

Special Regulatory Framework Regarding In-Person Attendance for Bachelor's Degree Courses in 2021-22

Alfara del Patriarca, 20th May 2021

On the date of approval of this Special Regulatory Framework, it is the University's intention that the standard mode of attendance during the 2021-22 academic year will be in-person, while respecting all the necessary safety requirements. The dual-mode approach to attendance used during 2020-21 will only be employed during 2021-22 if restrictions issued by the health authorities make this necessary, for a period of weeks or months.

The aim of this Special Regulatory Framework is to facilitate the transition between the dual-mode approach used in 2020-21 and what we hope will be a return to normality in 2022-23. The special measures to be put in place to enable this transition for the bachelor's degree programmes are:

1. Academic activities for the 2021-22 academic year will be, in principle, of an in-person nature, with the relevant COVID-19 safety procedures being respected at all times. It is possible that, at some stage, restrictions issued by the health authorities may require limits to be placed on the number of people attending activities in person, and this may mean that not all those enrolled on a course can attend in person simultaneously. In such a case, then rotations for in-person and online attendance will be temporarily established, with each Faculty or Campus determining the appropriate sequence and the exact manner of organization. This means that those students who are unable to attend activities in person will be able to attend them online, taking advantage of the University's HyFlex technology, except in the case of those courses for which this solution is not possible. Practical training activities at the University's facilities will always be of an in-person nature, except when temporary health and safety restrictions make this impossible.
2. In general, all students will attend lectures in person. This means that, during 2021-22, no exemptions from attendance will be granted on the basis of the dual-mode approach regulations in force during 2020-21.



Exceptionally and on a temporary basis, the Dean's Office of a given Faculty or the Campus Director's Office may authorize a student to attend one or more courses online via the HyFlex system (where possible, as per point 1) if one of the following circumstances applies:

- a) The student, Spanish or international, can provide documentary evidence of being temporarily unable to travel and attend lectures in person for a given period due to government restrictions or limitations on travel.
- b) The student is unable to come to campus due to illness, providing documentary evidence to this effect, issued by a medical professional. Such a case will be considered at the student's request and after the relevant evidence has been examined. It should not be assumed that such exceptions can be granted immediately or that a particular medical circumstance means that an exception will be provided automatically.

The Dean's or Campus Director's Office will receive these requests via a specified mechanism and will respond appropriately to them. If the request is granted, the student may then attend their course or courses online via the HyFlex system only for as long as the reasons preventing him or her from attending campus in person remain in force. The relevant Dean's or Campus Director's Office is the only body able to decide whether the student's circumstances qualify for such a request to be granted.

3. No Adapted Practical Training Period (PAP) will be established for the 2021-22 academic calendar, and therefore this special framework, enabling practical training to be carried out a different time, will not be used during 2021-22. Practical training activities will require in-person attendance and will follow the standard schedule set for this purpose. Only if health and safety considerations prevent these activities from taking place as normal will the schedule be altered. However, the overall sequence will still be maintained and no special period will be set aside for this purpose, as was the case in 2020-21. This is particularly important for the learning and assessment processes of those courses labelled *proyectuales* ("composite" courses, i.e. those which contain an element of assessed practical training). Students must take this into consideration before enrolling on these courses – in-person attendance is required for assessment.

4. No regulatory provision is made for online examinations: the examinations in 2021-22 will be in an in-person format. If the health and safety circumstances were such that in-person examinations could not take place, then specific and temporary regulations would then be put in place to enable online examinations to be conducted during that period.
5. The recording of lectures and other academic activities is at the discretion of each lecturer, except if the health and safety requirements established by the authorities require the dual-mode approach to attendance to be implemented temporarily. The lecturer may decide to record all, some or none of his or her teaching activities. If the lecturer decides to record some or all of these activities, the recordings will be published automatically on the platform so that all students in the relevant teaching group can access them. They will be available to students during the 48 hours following each session and will cease to be available after this time. They will become available again on the platform 10 days before the opening of the official examination period, in order to aid the students' preparation for the examinations. Once the official examination period has concluded, the recordings will be deleted from the platform.
6. Regarding online connections to lectures:
 - a) Students who have the appropriate authorization detailed in point 2 will be able to follow their lectures online. In this case, the lecturers will be informed of the need to enable the student's online access during the appropriate period.
 - b) If, due to the application of the COVID-19 protocol during 2021-22, it is necessary to place limitations on one or more students' access to campus, then a mechanism will be put in place to enable them to continue to attend academic activities in an online format. If this option were not possible due to nature of the activities in question (composite courses or others whose character requires in-person attendance), then the academic calendar will be suitably modified.
 - c) Students who connect online to lectures and other academic activities must turn their camera on and remain visible at all times. If, once the session has begun, the student's camera is turned off for more than 15 seconds, the student will be automatically excluded from this session.

The Rector's Office of the CEU Cardenal Herrera University is the only body with the authority to interpret this Special Regulatory Framework, and, if the public health circumstances make this necessary, it may modify it before or during the 2021-2022 academic year.