

METHODOLOGY regarding the organization of the online educational process at the West University of Timisoara during the second semester of academic year 2021-2022

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Chapter 1

General dispositions

Article 1. Taking into account the evolution of the epidemiological situation at local, national and global level and the regulations in force regarding the organization of activities in educational institutions in safe conditions for the prevention of SARS-CoV-2 virus diseases, in the second semester of the academic year 2021-2022 at the West University of Timișoara, the educational process will take place according to a mixed scenario, with distinct decisions for each faculty / program / year of studies, as the case may be, both with teaching activities carried out exclusively online and with teaching activities carried out face to face or *blended-learning mode* .

Article 2. The legal framework applicable for the development of the educational process at the West University of Timișoara in the second semester of the academic year 2021-2022, in the context of the Covid-19 pandemic:

- National Education Law no. 1/2011, with subsequent amendments and completions;
- [Emergency Ordinance no. 141 of August 19, 2020 on the establishment of measures for the proper functioning of the education system and for amending and supplementing the National Education Law no. 1 of 2011](#), with subsequent amendments and completions;
- [Joint Order of the Minister of Education and Research and the Minister of Health no. 4.267 / 841 of 18/19 May 2020](#) for establishing measures for the prevention and control of SARS-CoV-2 diseases in educational units / institutions, public institutions and all structures under the subordination or coordination of the Ministry of Education and Research;
- [Joint order of the Minister of Education and the Minister of Health no. 5338/2015 from 01.10.2021](#) for the approval of measures for the organization of activity within educational units / institutions in conditions of epidemiological safety for the prevention of SARS-CoV-2 virus, with subsequent amendments and completions.

Article 3.

(1) According to Article 7 (2) of *Emergency Ordinance no. 141 of August 19, 2020 on the establishment of measures for the proper functioning of the education system and for amending and supplementing the National Education Law no. 1 of 2011* , the way of carrying out the didactic activities at the West University of Timișoara in the second semester of the academic year 2021-2022 is *“the physical presence of the students at certain didactic activities”* .

(2) According to the article 3, paragraph (3) of the Joint Order of the Minister of Education and the Minister of Health no. 5338/2015 of 01.10.2021 for the approval of the measures for organizing the activity within the educational units/institutions in conditions of epidemiological safety for the prevention of SARS-CoV-2 virus, with subsequent amendments and completions, the scenario applicable at the West University of Timișoara in the second semester of the

academic year 2021-2022 is Scenario 2 - "Participation in mixed system - physical and online presence, depending on the specifics of study programs, infrastructure and epidemiological conditions, according to the procedures of each university".

(3) The way of carrying out the teaching activity within each faculty (distinct depending on the study cycle / study program, if applicable) is the one approved by the Board of Administration UVT, at the proposal of the Faculty Councils.

Chapter 2

General regulations regarding the educational process in hybrid regime or exclusively online in the second semester of the academic year 2021-2022 at the West University of Timișoara

Article 4.

(1) In order to ensure the access of all participants to the educational process in a unitary and equitable way, the digital platforms and tools allowed to be used in the teaching activity in hybrid regime or exclusively online at the West University of Timișoara in the second semester of the academic year 2021-2022 are:

a) e-learning platforms:

- Moodle platform managed by the West University of Timișoara - <https://elearning.e-uvt.ro/>;
- Google Classroom, along with the other digital tools in the G Suite for Education package;

b) Videoconferencing tools:

- Google Meet;
- Cisco Webex.

(2) Each teacher will opt for an e-learning platform and a video conferencing tool to use in the teaching activities he supports. In the case of disciplines for which the teaching activities are supported by several teachers for the same study group, they will unitarily propose the same e-learning and videoconferencing tools used for all types of teaching activity (course, seminar, laboratory, etc.).

(3) Teachers may use, in addition to the platforms and tools referred to in paragraphs 1 and 2, other digital platforms and tools specific to the field of study in which they work, but without replacing the tools referred to in paragraph 1.).

(4) For each subject, all the digital platforms and tools used in the educational process will be explicitly mentioned in the subject sheet.

Article 5.

(1) The course support in digital format for all subjects in the curricula of the undergraduate and master's degree programs at UVT for the second semester will be published

on the e-learning platform chosen by the teacher to be used in the teaching activities in this semester, with access for all students who complete the subject in this semester.

(2) The teaching materials related to a teaching activity module and the topics addressed will be published on the e-learning platform, usually at least one week in advance of the planned date for the activity in accordance with the schedule established at the beginning of the semester, but not less than 3 days in advance, so that students can consult them and request additional information.

(3) The subject sheet will also explicitly mention the way / platform through which the course support can be consulted in electronic format and how other learning / bibliographic resources can be accessed in digital format.

(4) All subject sheets are published in electronic format on the faculty website.

Article 6. For the activities that will take place in the online environment, instead of the room where the teaching activity takes place, in each schedule will be explicitly mentioned how to access the respective teaching activity (e-learning platform, videoconferencing tool etc.).

Article 7. The duration of the teaching activities carried out online will be the same as the duration of the teaching activities carried out in the normal regime.

Article 8.

(1) For teaching activities carried out exclusively online or in hybrid mode, an online evaluation process will be implemented along the way, through individual and / or team themes / projects, presentations or tests / intermediate evaluations, explicitly described in the discipline file, which will have a weight between 50-100% of the final evaluation of the discipline, considering the provisions of the specific standards regarding the external evaluation of the academic quality of the university study programs established by the Romanian Agency for Quality Assurance in Higher Education (ARACIS).

(2) The evaluation methods available on the e-learning platform are: written exam, grid exam, project / essay submission evaluation, oral exam by videoconference. These methods can be applied alternatively or cumulatively, under the conditions established by the discipline sheet.

Article 9.

(1) Each faculty will publish on its website the consultation schedule of teachers for the second semester of the academic year 2021-2022, together with the way of scheduling students for consultation and how to conduct consultations (online or in person).

(2) Each teacher will have allocated at least 2 hours / week for consultations.

(3) Consultations may be held face to face for university study programs / years of study that carry out in the second semester of the academic year 2021-2022 hybrid teaching activities, and online for university study programs / years of study that carry out exclusively online teaching activities this semester.

Article 10.

(1) The students will be periodically questioned regarding the way of carrying out the didactic activities, through questionnaires elaborated by the Centre for Academic Development and the Department for Quality Management.

(2) Students will have permanently available an online form through which they can report problems in the development of the educational process. The vice-rector responsible for the academic strategy and the relationship with the students will analyse the received notifications and will send them to the deans of the faculties / directors of departments for solution.

(3) The department directors have the responsibility to monitor the development of the educational process in good conditions at the level of the study programs managed by the respective department.

(4) Each teacher reports, at the end of each month, in the time sheet, to the director of the department to which he belongs, the specific aspects for the activity carried out through online platforms, according to the time sheet model approved by UVT [Senate Decision no. 9 from 27.04.2020](#). The department directors have the responsibility to verify the information mentioned by the teachers in the time sheets.

Article 11. Teachers have the obligation to ensure synchronous and asynchronous communication with students through e-learning platforms and institutional e-mail addresses (@e-uvt.ro).

Article 12.

(1) The Academic Development Centre will provide support to the teachers for the adaptation of the pedagogical methods accordingly for the way of carrying out the didactic activities that they follow.

(2) The Digitization and Data Analysis Department will provide teachers with technical support for the development of the educational process online, through the e-mail address support.elearning@e-uvt.ro, and resources for conducting e-learning activities on the platform <https://resurse.e-uvt.ro/>.

Article 13.

(1) Both students and teachers have the obligation to keep the webcam open throughout the videoconferences of didactic activity in which they participate.

(2) At each teaching activity, the teacher will make the nominal presence of students through a specific method through the e-learning platform.

(3) Each student has the obligation to visually identify himself at the beginning of each written or oral assessment test, using the video camera of the device on which he takes the assessment test and presenting the identity document.

(4) The West University of Timișoara is not responsible for the functionality of the Internet connection and the terminal used by the student during the online teaching and assessment processes, in accordance with the technical needs corresponding to the type of assessment or teaching activity, participation conditions and concrete development modalities of exams and teaching activities communicated by teachers through the subject sheets.

(5) Students who do not have the opportunity to participate in the online assessment processes for technical reasons (lack of a computer / laptop, lack of stable internet connection, etc.) have the right to request, through a written application submitted online, to Student InfoCentre, at least 7 days before the date set for the beginning of the exam session / assessment test (if it takes place during the semester), taking the exams at the West University of Timișoara (UVT), in the same format established by the staff didactic and in the same period provided by the structure of the academic year. The West University of Timișoara (UVT) will provide computer labs for these cases, in safe conditions and in compliance with the rules of hygiene, public health and social distance recommended by the relevant authorities, to ensure the necessary conditions for all students to participate in exam sessions. The manner of access to the UVT premises during the examination sessions will be detailed through a procedure approved by the UVT Board of Directors.

(6) For the practical activities, the students have the possibility to carry out individual study activities in the UVT spaces, according to a schedule established at the faculty level and with the approval of the discipline holder and the department director.

Article 14.

(1) At the level of each study program, the department director, together with the study program manager and year tutors, will monitor the students' educational path, and may propose to the Faculty Council the approval of organizing remedial teaching activities for them, in order to deepen the curriculum taught semesters precedents online or in order to support integration into the university education process.

(2) The year tutors have the obligation to organize bi-monthly meetings with the tutored students in order to monitor their degree of adaptability to the conditions of the educational process.

(3) In their activity, the year tutors may request the support of the Career Counselling and Guidance Centre (CCOC) from UVT.

Article 15.

(1) All optional complementary disciplines that form transversal competences will be carried out exclusively online in the second semester of the academic year 2021-2022, regardless of the scenario of the educational process adopted by the faculty that offered the discipline.

(2) The general course *Physical Education* will take place online for undergraduate study programs and years of study that carry out teaching activities exclusively online in the second

semester of the academic year 2021-2022, respectively in face-to-face regime for bachelor study programs and the study years conducting the hybrid educational process this semester.

Chapter 3

Regulations regarding the development of the hybrid educational process in the second semester of the 2021-2022 academic year at the West University of Timișoara

Article 16. It is mandatory to wear a mask for students, teachers, as well as for all staff of the higher education institution, both during teaching activities and during breaks (indoors).

Article 17. In the spaces where the didactic activities take place, an area of at least 1 meter² will be ensured for each participant.

Article 18. The organization of practical and laboratory activities presuppose the observance of the following measures:

- The use of teaching materials by several students / trainees will be limited to a minimum, adapted methods of disinfection will be provided;
- Individual activities will be organized to avoid the exchange of materials;
- Teaching materials will be cleaned and disinfected after use;
- When different groups of students / learners follow each other in laboratories / venues of professional practice, surfaces, equipment and materials that the students / trainees came in contact with will be disinfected and cleaned, after each band studies , according *The procedure regarding the way of carrying out the didactic activities and the implementation of the plan of measures regarding the organization of the activities within the West University of Timișoara in epidemiological safety conditions for the prevention of SARS-CoV-2 virus diseases* ;
- It will be ensure that the spaces are ventilated for at least 10 minutes every hour;
- At the end of the class, the doors will be cleaned, the floors, benches, chairs, furniture, materials and work equipment used by students / trainees will be disinfected, according to the *Procedure on how to carry out teaching activities and implement the action plan on organizing activities within West University of Timișoara in epidemiological safety conditions for the prevention of SARS-CoV-2 virus diseases*.

Article 19. Recommendations for the organization of sports activities:

- It is recommended to carry out sports activities in open spaces or, if this is not possible, according to a program established and monitored by the teacher;
- Sports equipment that is handled by all students / trainees will not be used (or the handling will be performed only by the teacher); otherwise, appropriate disinfection will be provided on a regular basis;

- Physical education classes performed in the gym must be limited to sports activities that do not require medium / intense effort, with the mandatory provision of a physical distance of at least 1.5 meters, in which case the wearing of a mask is not indicated;
- For the conduct of physical education classes, students / trainees will be instructed not to touch their face, mouth, eyes, nose with unhygienic hands throughout the activity;
- At the beginning and end of physical education classes, all students must perform hand hygiene with an alcohol-based disinfectant;
- There will be cleaning, disinfection with special solutions and ventilation of the gym after each teaching activity with a study team, according to the *Procedure on how to carry out teaching activities and implementing the action plan on organizing activities within the Western University of Timisoara in epidemiological safety conditions for the prevention of SARS-CoV-2 virus diseases*.

Article 20. All students, teachers and other categories of staff must wash / disinfect their hands:

- immediately after entering the higher education institution and before entering the hall where didactic activities are carried out, for the realization of which the physical presence of the students / trainees in the educational institution is required;
- before and after meals;
- before and after using the toilet;
- after coughing or sneezing;
- whenever necessary.

Article 21. Teachers are required to notify the person in charge of the UVT management who coordinates activities to prevent SARS-CoV-2 infection at the university level if students experience respiratory symptoms during class (eg. cough, fever, respiratory problems) or other symptoms of infectious disease (vomiting, myalgias, altered general condition), whether or not accompanied by increases in temperature, in order to apply the isolation protocol.

Article 22.

(1) Students in a high-risk group (eg. severe chronic respiratory disease, severe obesity, type I diabetes, inflammatory, immune / autoimmune diseases, rare diseases, hereditary metabolic diseases, disabilities, immunosuppressive therapy) will participate in the teaching activities for which the physical presence of the students is required with the specific approval and recommendations of the attending physician.

(2) This is also the situation for students who are placed in isolation / temporary quarantine, the leadership of faculty where the students at risk are enrolled will identify appropriate solutions to ensure the educational process for them under online / through technology and the internet or in enhanced security.

(3) Teachers with risk of illness (for example, the elderly, people with diabetes or other chronic diseases, people with impaired immunity) will participate in teaching activities where the physical presence of students is required only with the specific opinion and recommendations of the doctor and occupational medicine or the attending physician, or will carry out the activities online (telework) with the approval of the faculty management. It is recommended that the practical activities for the first-year students of the bachelor program be standardized for teachers who are not in the group at risk of illness.

Article 23.

(1) The student has the obligation to notify the higher education institution about his absence, in the following situations:

- has specific symptoms;
- was diagnosed with SARS-CoV-2;
- is in direct contact with a person diagnosed with SARS-CoV-2 and is in quarantine.

(2) After the end of the quarantine / isolation period, the student will return to the teaching activities with a medical certificate issued by the attending physician / family doctor, specifying the diagnosis and certifying that he / she no longer presents an epidemiological risk.