



## **The general framework for teaching management at the Faculty of Economics and Business during the academic course 2021-2022 as a consequence of the COVID-19 health crisis**

The health crisis derived from COVID-19 obliges Universities to adapt the teaching management for the next academic year 2021-2022. The focus is on keeping the measures that have already been effective for reducing the number of cases during the academic year 2020-2021, based on social distance, the use of a face mask, ventilation and the control of a place's capacity to avoid crowds.

### **DATE OF START OF CLASSES:**

Bachelor's Degrees and Double Degrees: **6th of SEPTEMBER** ([Academic Calendar](#))

Master's degrees (6, 13, 20 or 27 of September, see the calendars of each Master).

### **TYPE OF TEACHING METHODOLOGY PROPOSED:**

**MASTER DEGREES: 100% FACE-TO-FACE THE WHOLE YEAR**

### **BACHELOR'S DEGREES AND DOUBLE DEGREES:**

**FIRST SEMESTER: MIXED METHODOLOGY (SEMI-ATTENDANCE).** Class occupation up to 33%

**SECOND SEMESTER: 100% FACE-TO-FACE.** Class occupation up to 50%

The Faculty of Economics and Business proposes starting the course with this model, following the UCM rectorate's recommendations and the indications of the educational and health authorities. Any further recommendation or norm from higher institutions, posterior to the passing of the teaching framework from the Faculty Board can result in changes in the format.

### **FIRST SEMESTER: MIXED METHODOLOGY (SEMI-ATTENDANCE)**

A similar model from the one applied in the academic course 2020-21 will be taken as a reference. It is based on one week of online teaching and one week of face-to-face or physical teaching alternately for each Bachelors and Double Degrees. The physical attendance will alternate every week depending on the Bachelor's Degree. During odd weeks, taking into account the first week of classes the Week 1, students from the following Bachelor's Degrees will attend class: Bachelor's Degree in Business Administration; BA in Finance, Banking and Insurance; the Double Degree in Law and Business Administration and the Double Degree in Business and Computer Engineering. During the even weeks, the students from the following Bachelor's Degrees will attend physical classes: Bachelor's Degree in Economics; Double Degree in Economics and Mathematics; Double Degree in Economics, Mathematics and Statistics; Double Degree in Economics, International Relations; and Double Degree in Public Management and Administration and Economics.

In this semi-attendance teaching model, in general, every subject will be based on 50% of face-to-face (or physical) classes and 50% of online teaching. These percentages



may vary depending on the evolution of the health crisis, having the possibility of modifying it to a model with 100% face-to-face classes, if there is positive progress and if the academic or sanitary authorities determine that. This mixed model would guarantee a reduced weekly attendance of students to the Faculty since half of the Bachelor's Degrees and Double Degrees will attend physically to the classroom, whereas the other half will be attending their classes online that week. Timetables for each subject will not vary whether it is a physical or an online week, they will be the same ones.

Class occupation in semi-attendance modality is up to 33%, which ensures wide social distance between the students. Ten CO2 measuring devices have been installed in the classrooms. There will be a maximum number of students allowed for each group of each subject, indicating the capacity of the class for the face-to-face sessions. Erasmus and visiting students, along with group changes, will be limited due to the classroom capacity for every group.

For the Master's Degrees, they will have the same classroom assigned for both even and odd weeks, with a modality of 100% physical classes.

#### **BACHELOR'S DEGREES AND DOUBLE DEGREES, SECOND SEMESTER: FACE-TO-FACE CLASSES 100%.**

This supposes a change of classrooms concerning the ones occupied during the first semester, both for Bachelor's Degrees, Double Degrees and Master's Degrees at the Faculty. This change to a total face-to-face modality will keep the classroom capacity up to 50%. Classroom occupation up to 50% ensures one free seat between students. The possibility of having 100% face-to-face classes is conditioned to the changes that may be produced in the health and academic norms. In case that the adequate conditions were not met, the mixed-method system from the first semester would be kept.

#### **FLEXIBILITY OF THE TEACHING FRAMEWORK**

The mixed-method, which alternates class attendance, allows moving almost in an automatic way to a 100% face-to-face model depending on the evolution of the pandemic. This means that subjects will have to be programmed to move from a semi-attendance model easily and quickly. The Dean's Office has everything ready to do these modifications whenever it is possible and we are authorized to move from one system to the other.

#### **EVALUATION SYSTEM**

Final exams will be done physically at the University. Exam timetables will be published on the webpage in July 2021 before making official enrollment of the students at the UCM. Classroom capacity during exams will be up to 30%.



## **TFG, TFM AND REVISION OF GRADES**

For the first semester, due to the current situation and the importance of reducing physical attendance to guarantee health security, an online methodology is recommended for the Final Degree's/Master's Thesis (Trabajo de Fin de Grado/Máster - TFG and TFM respectively) and the revision of the grades of any subject.

## **COMPUTER CLASSROOMS**

Computer classrooms can be used from the beginning of the course, that is, from the 6th of September. We remind the students that, except in those cases which are authorised because of the needs that a subject can pose, only 50% of the teaching in the semester can be reserved in order to follow online classes from a Computer Classroom. Sanitizers will be provided to the students to clean what they find necessary.

## **HEALTH SECURITY**

Recommendations from authorities from the Complutense University and the Community of Madrid will be taken into account. These mainly refer to keeping social distance, personal prevention measures, hand hygiene and the strong recommendation of the use of a face mask in all the spaces within the University, as well as the frequent ventilation of closed spaces.

The Occupational Risk Prevention Unit will coordinate the actions to be taken in case of the appearance of COVID-19 cases, which could suppose, in cases where the number of infected people is high, the immediate change to an online system in those groups that become affected.

This model for teaching management complies with the criteria established by the Health Counseling of the Community of Madrid according to the "Strategic Framework for Teaching for the academic year 2021-22" approved by the Governing Council of the UCM on June 11, 2021.



# 2021-2022

## BLENDED/FACE-TO-FACE

September '21						
M	T	W	Thu	Fri	Sa	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '21						
M	T	W	Thu	Fri	Sa	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '21						
M	T	W	Thu	Fri	Sa	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '21						
M	T	W	Thu	Fri	Sa	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '22						
M	T	W	Thu	Fri	Sa	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '22						
M	T	W	Thu	Fri	Sa	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '22						
M	T	W	Thu	Fri	Sa	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '22						
M	T	W	Thu	Fri	Sa	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '22						
M	T	W	Thu	Fri	Sa	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '22						
M	T	W	Thu	Fri	Sa	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '22						
M	T	W	Thu	Fri	Sa	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '22						
M	T	W	Thu	Fri	Sa	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Blended week for Business, FBS, Law&Business, Informatics&Business

Blended week for Economics, Economics&Maths, Economics&International Relations, Economics&Public Management

Finals

Retakes for first semester courses

Retakes for second semester courses

Face-to-face