

Classes - Operating Plan for the 1st semester 2020-21

2020-09-14

The provisions of this document will enter into force on 21 September 2020 and will be updated as necessary and as indicated by the authorities

Considering the pandemic situation in which we are living, the main details of the functioning of the classes during this 1st semester are presented below.

1. Outline of 1st semester
2. Types of classes defined and timetables
3. On site evaluation tests during the semester
4. Doctoral programmes
5. Final considerations

1. Outline of 1st semester

Given the specificity and dimension of the activities of FEUP, the characteristics of the classrooms and the limitation of human and material resources, it will not be possible to maintain all the classes with a classroom component, even if only a part of the students are present and the rest of the classes are away, in an alternate way.

The lecturing activities will take place in a mixed environment, with distance and on-site classes, taking into account the recommendations of MCTES and DGS.

This mixed environment has already been considered for in the preparation of the timetables for classes:

- Type A classes (in general, the theoretical ones; see definitions below) with complete distance operation. They should be taught from the FEUP and should generally be synchronous, thus maintaining contact between students and lecturers.
- Type B classes (in general, the practical ones; see definitions below) are on site at FEUP. In these cases, classes may take place with the whole class present, if the assigned class room allows adequate distance between students, or they may have to be separated into two groups which will have on site classes in alternate weeks. In the latter case are the classes in laboratories or computer rooms which do not have the capacity to include all the students.

The maximum capacity (maximum number of students) of the FEUP classrooms in the 1st semester has been reduced to half of normal. In the computer rooms it has been reduced to the number of computers. In all classrooms, the distance between students should, whenever possible, be greater than 1 metre.

In order to screen for possible infections, the lecturer should record the presence of students in all on-site classes, but avoiding the circulation of paper.

2. Types of classes defined and timetables

In the preparation of the timetables, the classes were classified by the study cycles and departments with regard to the size of the classes and the possibility of being taught at a distance; they are called Type A and Type B:

A - “Teóricas”, or that can be taught at a distance, with medium or large size groups.

B_P - “Práticas” or “teórico-práticas”, that it is important to maintain on site, with medium or small size groups, and where it will be feasible to have all students in the same class room.

B_L - “Laboratoriais”, that it is essential to maintain on site at FEUP, with small groups, but which do not allow all the students of the same class to be in a class room (guaranteeing the recommended minimum distance of 1 meter). It is accepted that some classes, even if they are not laboratory classes, can be classified in this subtype due to the lack of larger class rooms.

The timetables have been designed in such a way that it is possible for a student to follow type A classes at a distance and have a reasonable time to travel and have type B classes at FEUP, or vice versa. It is possible that in some situations, of students enrolled in more than one year, this is not feasible.

In type B_L classes it is recommended to divide the classes into two parts, using the parity of the student number. The presence of students in class according to this rule is defined weekly in the school calendar accessible in the SIGARRA of FEUP with "P" (pair) and "I" (odd).

ACADEMIC CALENDAR OF FEUP

Except 1st Year of First Cycles and Integrated Studies Cycles

<https://s.up.pt/4bil>

ACADEMIC CALENDAR OF FEUP

1st Year of First Cycles and Integrated Studies Cycles

<https://s.up.pt/07es>

3. On-site evaluation tests during the semester

During the school term, the on-site examinations can only take place from Monday to Friday if they are held in the classrooms and at the time of the respective type B classes.

Classrooms may be reserved on Saturdays, from 24 October to 19 December, for on-site examinations tests. The conditions will be similar to those defined for the final examinations of the previous second semester, in particular with regard to the maximum duration of 90 minutes. Priority will be given to the 1st year assessments, as well as to those of the curricular units with the highest number of students registered.

4. Doctoral programmes

In the doctorates, all non-tutorial classes must be on-site. Exceptions must be validated beforehand with the Executive Board of FEUP..

5. Final considerations

All legal directives that require teleworking or distance education will apply, and all curricular units must provide for the possibility of student follow-up in these situations.