

Instructions to follow the UA Online Teaching Plan (<https://pdc.ua.es>)

In relation to the instructions announced by the Valencia's Government on 12 March 2020 on the suspension of classroom-based teaching at the Valencian universities, the University of Alicante adopts the following instructions:

0. Following the instructions of the Valencian regional government, in coordination with all the Valencian public universities, the teaching activity in the classroom will be suspended indefinitely as of Monday 16 March.

1. From 16 to 20 March 2020, the appropriate resources, information and help points will be made available for the teachers who need *online* access.

2. From 16 March until resuming face-to-face classes, the teaching activity will be conducted online.

3. Teachers must guarantee access to the teaching materials and resources related to the contents programmed for this period in *UACloud Aula Global* in order to facilitate the students' autonomous study.

4. Through UACloud, teachers will be able to use the different communication tools in a **synchronously and/or asynchronously** with their group of students in the class schedule foreseen at the teaching plan.

5. Teaching videos with voice can also be recorded using the various tools offered by UACLOUD and the University of Alicante IT Service.

6. Teachers can also take advantage of the content they have produced in other formats such as OCW, SPOC or MOOC for online teaching appropriately combined with *online* interactions.

7. Teachers must guarantee the tutoring sessions scheduled in UACloud, Which can be done both synchronously through video tutoring sessions — currently available — and asynchronously through written text messages. Likewise, tools made available in the UACloud, *External Services* application could be used. To do so, students must be informed of the system chosen so that they can request, if necessary, an online appointment through the *Tutorials* tool. Alternatively, students may be attended via e-mail.

8. Laboratory practical sessions of experimental subjects will be replaced by training activities that will allow students to acquire the learned knowledge, or, where appropriate, they will be carried out in intensive sessions once face-to-face teaching activity is resumed.

9. Given the special situation, teachers are urged to adapt the teaching of their subjects in the best possible way, taking into account their particularities.

10. All UA on-campus and off-campus libraries and study rooms will remain closed to students.

11. Due to the changing nature of this situation, additional teaching formats may be made available as necessary.

12. The assignment of responsibilities for the maintenance and updating of these instructions by all UA Vice Presidents' Offices and divisions, the instructions themselves, the dynamic document accessible from <https://pdc.ua.es>, with sections for help and questions answered, the establishment of the revisions frequency and the coordination among the Valencian public universities make up the University of Alicante Online Teaching Plan.