

PROCEDURES REGARDING THE ORGANIZATION AND CONTINUATION OF THE *ONLINE* TEACHING PROCESS IN THE VICTOR BABES UNIVERSITY OF MEDICINE AND PHARMACY, TIMISOARA

Art. 1.

- (1) Based on the *Decisions of the Technical-Scientific Support Group regarding the Management of Highly Contagious Diseases on the Territory of Romania*, issued on 6 March 2020 and 9 March 2020, and on the *Decision of the Emergency Committee of the Victor Babes University of Medicine and Pharmacy, Timisoara*, issued on 9 March 2020, the Victor Babes University of Medicine and Pharmacy, Timisoara (UMFVBT) ceases all teaching activities (lectures, practical works/labs/seminars), for all faculties and all study programs, in the period 9 March – 31 March 2020.
- (2) Between 9 March – 31 March 2020 the teaching process in the UMFVBT will be carried out long-distance, by online communication methods.

Art. 2. The current procedures ensure the proper organizational framework for implementing and carrying on the online educational process in the UMFVBT, in the period 9 March – 31 March 2020.

Art. 3. Students will complete the learning process long distance, online (reading the lectures, carrying out tasks pertaining to practical works/labs/seminars) according to the approved contents specified in the *syllabus of the subject*, during the entire period in which teaching activities are suspended, observing the time assigned initially to each activity.

Art. 4.

- (1) UMFVBT will ensure the publication of all theoretical courses, practical works and labs corresponding to the period in which teaching activities are suspended on our website www.umft.ro , *Studenti > Studiu Online*.
- (2) The responsibility of transmitting the study materials and work program until 3 p.m., 20 March 2020, falls to the Heads of Discipline. The means of transmitting the materials for the online study is presented in *Annex 1*, integrant part of the present regulations.

Art. 5.

- (1) The responsibility of studying the entire material delivered during the suspension of teaching activities, made available online, falls to the students. Each student will certify acquiring the study material by filling in an individual study form, according to the model found in *Annex 2*, part of the present regulations.
- (2) The completion of each student's individual situation depends on whether students have submitted their individual study forms within 30 days (calendar days) since teaching activities have recommenced. The study forms have to be submitted to the secretarial office of each faculty.
- (3) The individual study form will replace the attendance sheet attesting the student's attending lectures/practical works/labs/seminars held while all teaching activities are suspended.

Art. 6.

- (1) During the entire period while teaching activities involving the physical presence of students and teaching staff are suspended, there will be a permanent long-distance online educational feed-back.
- (2) During the entire period while teaching activities are suspended students will be able to ask questions (as the case may be) to the teaching staff or group assistant using the latter's e-mails, available on the web page of each discipline on the university website www.umft.ro. The teaching staff have the obligation to answer questions using the same communication channels, in maximum 2 working days.

Art. 7. The electronic correspondence between students and teaching staff will be archived and, once teaching activities have been resumed, it will be printed, collected by each discipline and submitted at each faculty secretariat.

Art. 8.

- (1) Optionally, while teaching activities are suspended, the teaching staff may organize lecture sessions, practical works or seminars by tele- or video-conference.
- (2) The decision of organizing tele- or video-conferences is an individual and optional decision, and will be made by each teaching staff in part.
- (3) The participation of the students in the tele- or video-conferences is also optional. It does not prevent the student from participating in the exam session and it does not constitute part of the student's final mark obtained after the proper evaluation process.

Translated version of the approved document

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