



METHODOLOGY ON PLANNING, ORGANIZING AND IMPLEMENTING THE ON-LINE EDUCATIONAL PROCESS AT “VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

	Dated	Signature
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Endorsed by the Senate Permanent Board in charge of reviewing the university rules as well as the University Charter		
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-Art. 1.

(1) Considering the *state of alert instituted over the entire Romanian territory* according to the constitutional provisions and in accordance with the provisions of the *Romanian Law no. 55 as of May 15, 2020 on certain measures intended to prevent and fight against the effects of the COVID-19 pandemic*, "Victor Babeș" University of Medicine and Pharmacy from Timișoara (UMFVBT) shall suspend, during the first semester of the academic year 2020-2021, during the state of alert and as, the case may be after the monthly reassessment of the applicable circumstances at that particular moment, all traditional onsite teaching activities (courses, practical courses / traineeships) for all faculties and study programs operating within the university.

(2) During the academic year 2020-2021, over the entire period of time when the state of alert and emergency is effective as well as over the term when any other special circumstances are in place, the educational process within the UMFVBT shall take place remotely, via *online* communication media, subject to monthly re-evaluation of the epidemiological circumstances and with possibility of resuming the *on-site* teaching activities, respectively, as per the Resolution of the University Senate Council.

Art. 2.

(1) This methodology is prepared under the university autonomy and within the limits of public responsibility, as prescribed by the *Romanian Law no.1 / 2011* on national education, in its consolidated form.

(2) This methodology aims to provide the legal framework for organizing and conducting the activities involved by implementing the entire educational process of UMFVBT into the online system, while the *on-site* teaching activities are suspended.

Art. 3. The students shall go through the course-related teaching material and shall complete the tasks related to all practical courses / traineeships remotely, based on to the content(s) approved under the *Subject Sheet(s)*, for the entire period during which the effective teaching activities are suspended, observing, at the same time, the initial time assigned for such activities.

Art. 4.

(1) Throughout the entire time the *on-site* educational process is suspended, all teaching activities shall be carried out remotely, via videoconference provided by UMFVBT or via other means specific to the activity implied by each and every subject, which allow distance learning. The process of organizing distance learning activities shall strictly follow the academic timetable; each and every change that may occur shall promptly be notified to the Dean's Office.

(2) The planning of online teaching activities, strictly observing the timetable, is mandatory for the entire faculty staff of UMFVBT. For all UMFVBT professors, the failure to organize or to attend the *online* teaching process shall be regarded as a failure to attend the *on-site* teaching activities. Participation in *online* teaching



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activities is mandatory for all UMFVBT students, master's and doctoral students and the liability implied by the video-audio connection over the entire term the courses/practical courses/seminars/traineeships shall exclusively and completely fall with the students.

(3) Participation in the exam session(s) shall be conditioned by having no less than 70% attendances in relation to courses, and 80% in relation to traineeships or practical courses. Where the *onsite* teaching process is resumed, both the attendances and the absences accumulated during the *online* teaching process shall be cumulated with those registered during the *on-site* teaching process.

(4) Each and every subject shall have access to a Zoom institutional account designed to support both the courses and the practical courses. Where, at the subject level, the timetable requires holding several video-conferences at the same time, any other additional video-conferences may be held by accessing the Google Meet alternative, made available by the institutional internet account associated with the email addresses "@umft.ro".

(5) Generation of videoconference access data and setting the videoconference schedule shall be carried out, at the subject level, by the videoconference host (the tenure teacher coordinating the teaching activities, according to the job title lists), no later than Friday, 01:00 p.m. of the week before the video conference is to be held. From the subject level, the course holder shall send to the students' representative(s) the access data (link, meeting id and access password) for videoconferences scheduled for the course, traineeship or practical course related to following week. Observing the same deadline (Friday, 1:00 pm of the week preceding the activities), the tenured professor shall also send to the faculty's registrar office both the video-conference schedule and the access data to the videoconference session(s) for all the activities within that particular subject.

(6) Where the particularities of a specific subject require to employ other means to support and deliver the distance teaching process, besides the means already provided by the UMFVBT, the written consent of the faculty management shall be obtained prior to using such means. In order to obtain this consent for the use of alternative *online* teaching tools, the subject coordinator shall inform the faculty management about the intention to use these alternative means as well as about the technical and organizational details of such use.

Any other means intended for distance learning shall cumulatively meet the following requirements:

- Allow free access for students;
- No additional equipment is required to be used by the students to have access to the teaching process, as compared to the equipment needed to access video conferencing solutions provided by UMFVBT;
- Allow the access for the faculty management representatives, the DEACE boards and special commissions for evaluating the quality of teaching activities, set up at the faculty level.

(7) All video-conference participants (students and professors) shall log-in to the videoconference session using their full name, year of study, specialization, student group and series (*i.e.* POPESCU Ion, VIM 4A).

Rector's Office



Under no circumstances shall the students participate to video conferencing using abbreviated names or aliases.

Art. 5.

(1) UMFVBT shall provide access to the entire course material, practical courses and traineeships related to the period when the *on-site* attendance is suspended; the access shall be provided via the university's *e-learning* platform. Where the platform is unavailable, due to certain technical reasons, the teaching material shall be uploaded onto the university website. The technical instructions for uploading the teaching material onto the *e-learning* platform shall be sent to the teaching staff by the university and shall be updated where updates of the e-learning platform are available. In case it becomes necessary to use a backup solution by publishing the teaching materials onto the university website, such materials shall be sent, at least one week in advance, to online@umft.ro.

(2) The responsibility for uploading the academic material(s) shall fall with the subject coordinators.

Art. 6.

(1) Throughout the suspension of the educational processes that involve physical attendance of both the students and the professors, a remote educational feedback shall be maintained permanently, through e-mail and through the communication media available onto the e-learning platform.

(2) Throughout the suspension of the educational process, students shall be able to ask questions, as appropriate, to the teaching staff or group assistant using his/her e-mail address, displayed onto the subject page within the website www.umft.ro or via the communication means provided onto the e-learning platform. Teaching staff shall be bound to reply, via the same communication channel, within no more than 2 business days.

Art. 7.

The electronic correspondence by e-mail between students and professors shall be archived and, after the *onsite* educational process is to be resumed, it shall be printed and collected by each and every subject coordinator who shall submit thereof to faculty registrar's office. Electronic correspondence via the e-learning platform shall be archived automatically.

Art. 8.

(1) At the level of faculties, special commissions shall be set up to assess the manner in which the *on-line* teaching process is organized and effectively carried out, according to the notification of the Ministry of National Education no. 217 / GP / April 1, 2020.



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(2) The special commissions in charge of assessing the manner in which the *on-line* teaching process is organized and effectively implemented, together with DEACE shall continuously supervise, throughout the online teaching process, the quality of the *online* teaching process. Such supervision shall consist in: assessing the availability and quality of the teaching and academic materials available *online*, assessing the compliance of the manner of planning the remote videoconferencing sessions according to the academic schedule, by randomly attend the organized videoconferencing sessions, by surveys, and evaluating any other aspects that may influence the quality of the online teaching process, at the level of UMFVBT.

(3) The special commissions in charge of assessing the manner in which the *on-line* teaching process, together with DEACE, shall periodically, draw up reports on the quality of the online teaching process, which are to be sent to the teaching vice-rectorate as well as to the faculty management boards.

Art. 9.

The previous provisions may be amended or supplemented by Resolutions passed by the Board of Directors following the monthly re-assessment, depending on the particularities of each and every faculty. Such resolutions shall be communicated to all teachers and UMFVBT students for information and implementation purposes. These measures shall be completed, as the case may be, with those provided by the Order issued by the Ministry of Education and Research and the Ministry of Health no. 5487/1494/2020.

Art. 10.

Once this methodology is adopted, the *Methodology on the organization and carrying out the online teaching process within the "Victor Babeș" University of Medicine and Pharmacy of Timisoara*, approved under the Order of the Ministry of Health no. 80/12188 / September 16th 2020 is hereby repealed.

Art. 11.

This methodology shall become effective as of the date it is to be approved and shall be brought to the attention of the academic community by posting thereof onto on the website www.umft.ro, respectively by forwarding thereof to email addresses of the umft.ro group.

RECTOR,

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