

Regulation on carrying out teaching activities assisted by electronic distance communications (on-line) for the Bachelor and Master cycles in the Technical University of Civil Engineering Bucharest

Extract

Approved by the Board of Directors of the U.T.C.B. on April 8th, 2020

Approved by the U.T.C.B. Senate on April 13th, 2020

- (1) This regulation refers to the process of carrying out assisted teaching activities, from the curricula of the Technical University of Civil Engineering Bucharest (UTCB), during the suspension of the face-to-face teaching activity.
- (2) Assisted teaching activities will be carried out entirely in the long distance learning system through electronic communications (online).
- (3) By assisted didactic activity carried out online, the direct interaction by electronic means of the teacher with the students for the duration established by the curriculum and the syllabus is understood. The direct interaction by electronic means between the teacher and the students represents real time communication, in both directions, by means of audio, video or short written messages. Communication exclusively by email, through electronic document distribution platforms or online archiving platforms does not constitute direct interaction by electronic means within the meaning of this Regulation.
- (4) For the proper course of the educational process, in accordance with the decisions of the competent state authorities, at the proposal of the Board of Directors, the Senate of the U.T.C.B. may decide to change the calendar of the academic year.
- (5) The communications and transmission of information established in accordance with the provisions of this Regulation shall be carried out by electronic means. E-mail communications are made through the institutional addresses of the UTCB.
- (6) UTCB provides the Microsoft Teams online learning platform at the university level together with necessary licenses for teachers and students. The assisted teaching activities carried out online established by this regulation are carried out using the Microsoft Teams platform.
- (7) By way of exception, course coordinators may decide, in agreement with department directors and after consulting with the students, to use other online learning platforms.

(8) The didactic staff report weekly to the department directors the way in which the teaching activities were carried out. The reporting includes the following information: calendar week, name of the undergraduate or master's degree program, name of the discipline, day and time of the teaching activity, online learning platform used, name of the teacher and nature of the teaching activity (teaching activity - course, application activities - seminar, project or laboratory). Teachers confirm the correctness of the information reported by holographic signature or by electronic communication (email sent from the institutional address).

(9) In addition to the information referred to in (8), if other platforms instead of Microsoft Teams are used to carry out online teaching activities, in accordance with (7), the didactic staff will provide the director of the department with materials attesting carrying out the activity according to the timetable (description of the online learning platform used and how to contact students, screenshots at the beginning and end of a course session, seminar, project or laboratory, list of teaching materials sent to the students, how the activity took place and how the teaching materials were transmitted).

(10) The didactic staff in charge of the discipline and the director of the department identify the modalities for carrying out on-line laboratory teaching activities (video recording of laboratory works and online posting on streaming-video platforms, transmission of experimentally recorded data to students for processing, transmission of video or photographic materials on laboratory work, etc.). By way of exception from the provisions of (2), in all years of study except the final ones, at the proposal of the didactic staff in charge of the discipline and the director of the department, the faculty management or the DPPD management, as the case may be, might decide to resume the teaching laboratory-assisted which cannot be performed online. activities on a later date.

(11) The department council verifies and centralizes whereas the secretariate department sends weekly the situation of the on-line teaching activities, carried out according to (8), to the deaneries of each faculty where the department carries out the didactic activities, splitted according to the received order notes.

(12) If, for justified reasons, the weekly teaching activity in a subject cannot be carried out according to the schedule, the teacher in charge of the subject will inform the head of the department who decides on the recovery method which will be used after the teacher is consulted.

(13) In well-justified situations where the access to the electronic communications infrastructure is deficient, if a subject is taught in two study programs, and if it has similar syllabi in terms of content and number of hours and a similar number of hours of assisted teaching activity, the Council of the department may decide that the

teacher can carry out joint online assisted teaching activities (courses) in these study programs, after consulting both the teacher in charge of the subject and the students.

(14) In well-justified situations where the access to the electronic communications infrastructure is deficient, within a subject from a study program, the teacher in charge of the subject may decide to carry out joint online assisted teaching activities in seminars/ laboratories/projects for two or more groups of students, after consulting them.

(15) The assisted teaching activities included in the hourly pay category that are not carried out will not be paid. If these activities are recovered at a later date, they will be clocked in the month they are carried out.

(16) The teachers in charge of the subjects send invitations to participate in the assisted teaching activities carried out online and offer access to the support teaching materials to the director of the department who supervises the respective subject. The teachers in charge of the subjects send invitations to participate in the assisted teaching activities carried out online to the Dean of the faculty or the head of DPPD, as appropriate, where the teaching activity is carried out, according to the order notes, at their request.

(17) The faculty council or the DPPD management, as appropriate, analyzes the reports of the departments submitted according to (11) and decides on the subjects for which the online assisted teaching activity was not organized efficiently.

(18) For those students who are not in their last year of study (bachelor's or master's degree program), regarding the subjects that could not have been organized online in an effective way, the faculty or to DPP board, as the case may be, organizes programs for the recovery of the respective disciplines in the following academic year.

(19) In order to rank the professional results of the students at the end of the current academic year, the calculation of the average does not take into account the disciplines in which the online assisted teaching activity was not organized in an efficient manner. This provision applies uniformly to all students enrolled in a university study program.

(20) For students in their last year of study (bachelor's or master's degree programs), in order to allow the completion of studies, at the proposal of the Board of Directors, the U.T.C.B. can decide to hold an additional examination session, without additional costs or other restrictions provided for in the curricula. As the case may be, faculty or DPPD board will establish recovery programs in the next academic year for these students.

(21) Teachers in charge of the subject shall submit the studies necessary for the course materials for the final assessment in electronic format at least one month before the examination dates or immediately after the entry into force of this Regulation.

(22) The content and difficulty of the subjects for exams or colloquia, regardless of how they are conducted, will strictly reflect the quantity and quality of the subject taught through the direct interaction by electronic means of the teacher with students.

(23) Irrespective of the provisions of the discipline record, the teachers in charge of the subject propose to the Councils of the departments ways to carry out the online examination, such as:

(a) online oral examination, via real-time electronic video and audio communications, in both directions;

(b) online written examination, by real-time electronic video and audio communications, in both directions;

(c) students prepare papers on pre-determined topics, prior to the exam date, and present and defend them online via real-time electronic video and audio communication, both ways;

(d) reports prepared by students on predetermined topics, their electronic transmission and checking by the teacher;

(e) the submission of online questionnaires and their checking by the teacher.

(24) The councils of the departments approve the manner of conducting the online examination after consulting the teacher in charge of the discipline, in accordance with the provisions of this regulation. The procedure for conducting the online examination shall be communicated to the students at least one month before the date of the examination or within 10 working days of approval of this regulation.

(25) The online means of a student's examination is intended to reduce the subjectivity of the examination and to prevent fraud. To this end, the online presence of another teacher and another student during the examination will be ensured. In the situations specified in (23) (b), (c), (d) and (e), the written documents prepared by the students are collected in electronic format by the teacher in charge of the discipline and archived at the department.

(26) The evaluation of the professional results of the students for the disciplines provided with tests, according to the curricula, will be done by continuous evaluation.

(27) In case of poor access to the electronic communications infrastructure, students may request to the faculty management or the DPPD management, as appropriate, to reschedule the examination at a later date, during the examination session. The

faculty management or the DPPD management, as the case may be, decides on the rescheduling of the examination after consulting the teacher in charge of the discipline.

(28) On-the-spot verification of applications and projects is done by online means. Students submit study materials for verification by the teacher. The formats used are pdf, xls, doc, ppt, and jpg.

29) Study materials prepared by students (applications, reports, projects etc.), excepting diploma papers/projects and dissertations, are to be handed in electronic form. Departments electronically archive study materials prepared by students for at least a year.

30) Awarded grades will be sent to each individual student.

31) The course leader is to draw up a list of awarded grades including information as follows: name of the discipline, university study programme, students' full names, awarded grades and examination date. The tenured course leader signs using personal signature and sends the list of awarded grades to the faculty secretariate or DPPD via e-mail, as required, and also to the Head of Department. The lists of grades sent via email are to be annexed to students' records in printed form and will be used for centralizing students' results during secretarial activity. After rejoining face-to-face teaching activities, the tenured course leader writes down the grades in the record of the discipline in accordance with the lists conveyed via email, specifying the exact date of the examination. In the event that, on rejoining face-to-face teaching activities the tenured course leader is no longer available, the grades will be registered in students' record books by the Head of Department. The writing down of grades in record books is to be done within 14 days from rejoining face-to-face teaching activities.

32) Exceptional cases (associated to particular disciplines, examination procedures, computer-generated difficulties encountered by teaching staff members and/or students, etc.) not subject to the provisions of the present regulations will be analyzed and resolved by the management of each faculty or DPPD, as necessary. In well-grounded cases, students' claims concerning particular situations that infringe provisions of these regulations are liable to be subjected to the Administrative Body/Board's approval, following the decision of the faculties' or DPPD management, as necessary.