

INSTITUTIONAL MESSAGE

Madrid, 10th March, 2020

Dear Professors of ESIC Business School, Madrid

As a follow up to the previous message this morning, we would like to provide you with some information on how to continue your teaching activity over the following days to minimize the impact of the situation.

- Firstly, your presence is not obligatory in the school over the next two weeks. Adhering to the official recommendations announced by the Madrid government, we would like to encourage you, those of you who can, to telework. For those who do not have the means, the Business School shall remain open.
- As a consequence of the aforementioned, the clocking-in/out system will not be used during this period.
- In order for students to continue their programs, teachers need to provide students with the documents from each unit through the platform, strictly complying with the deadlines established in the study guides of 10 days' notice. It is essential to guide students through the uploaded documents e.g. lecture notes, texts, papers, etc. and any additional documents that you consider relevant, as well as the possible tasks to be carried out during these 15 days. Please be at their disposal for any clarification if required.
- We encourage you to continue working so that the learning objectives of the current modules are covered. In any case, the classes scheduled in this period (from March 11 to March 25) are considered as taught and, therefore, will be paid this month as compensation for the additional effort that we will have to make these weeks online.
- Should you have any questions, please contact the program coordinator or director.

We hope that together we can compensate the absences of these classes in the best way possible, trusting in your dedication and professionalism.

We will keep you updated with any relevant information. Please find attached the official message we are sending to the students of the Business School.

Kind regards,

Antonio Martín Herreros
Dean, Business School, ESIC