

Madrid, 13/4/2020

Dear Madrid University students,

I trust you and your family are well.

The situation that we are going through is complex for all of us, and it is the effort and collaboration of each one of us that will help us most in our return to normality.

As we have been indicating in previous communications, the Declaration of the State of Emergency on March 14th made necessary the suspension of the face-to-face classes.

During the first two weeks, we were teaching asynchronously through Moodle. And from March 26th we started with online classes.

Tomorrow, April 14th, classes will resume after the Easter holidays and just before the beginning the new academic period, I would to inform you about some matters of interest related to the ending of this academic year and the evaluation systems.

1. **THE ACADEMIC YEAR:** The academic year is extended by two weeks from the initial date of completion, ending on May 14th and thus making up the two weeks of class without online tuition.

There will be no more face-to-face classes, the teaching in the period from 14th April to 14th May will be done remotely, as it has been since 26th March.

2. **EVALUATION SYSTEM:** The changes regarding teaching have only affected the period from march 11th until the end of this academic year, approximately, half of the second term, since everything related to the continuous evaluation until March 11th will count for the final evaluation of the subjects. This final evaluation will be completed by obligatory assignments, presentations and active participation that will be done online.

The written tests that were part of the continuous evaluation, as they appear in the teaching guides of the subjects, will be replaced by remote tests, via the platform Zoom, which can take the form of essays to be developed with short questions, tests, oral evaluations, ... They can be done both during the school period and after it, until May 22. The oral exams of the continuous assessment may be taken outside your usual class hours, but without conflicting with other subjects.

As for the first call for final exams, we can tell you that it will be from May 25th and in online format.

As for the second call for final exams, this will be from June 29th, and we do not have enough information yet about whether it will be in person or online. We will inform you as soon as this decision is taken by the university academic authorities.

3. **END OF DEGREE PROJECTS:** In the End of Degree Projects, the presentation before the Panel will be made in an online format. Your academic tutor will

explain the process. The days/times of the tribunals will be published in advance, based on the requests for their defence, and in the established time slots for this purpose.

4. **EXTERNAL CURRICULAR WORK PLACEMENTS:** External Curricular Work Placements that have not been completed will be considered to have been passed if at least 50% of the credits put forward in the Teaching Guide have been taken. The corresponding Report must be prepared, as well as a favourable Report from the Company Tutor and the Academic Tutor

All the changes that, as a consequence of the situation in which we find ourselves, are being implemented in the teaching methodologies and evaluation systems of each subject, will be reflected in the Academic Guide, in the form of an amendment to the same, of which you will be informed with sufficient time, and will be available to you in the repository of Academic Guides <https://www.esic.edu/buscador-guias-docentes/> As you already know, in order to speed up communication with each of you from ESIC, a section has been incorporated into the [website](#) where all the communications issued by the School are uploaded. We ask that you proactively consult this space periodically.

Finally, we would like to thank you again for the understanding you are showing in this situation. The professionals that make up ESIC, the teachers, the administrative staff and the management, work every day to be able to continue developing the teaching activity in the best possible way.

In the name of all of them, and in my own name, I take this opportunity to send you my best wishes.

Segundo Huarte Martin
Dean, ESIC University.