

**RECTOR'S STATEMENT FOR MARCH 13, 2020, UPDATING THE  
EXTRAORDINARY MEASURES TAKEN TO ADDRESS THE SITUATION  
PRODUCED BY COVID-19**

In compliance with the protection obligation set down in Law 31/1995 of November 8 governing the Prevention of Occupational Hazards, the University of Cordoba (UCO) is obligated to guarantee and safeguard the safety and health of the university community in all aspects related to work, integrating preventive activity and adopting any and all measures necessary to protect their safety and health.

In the current context, and without prejudice to the modifications entailed by the measures taken in accordance with the recently announced State of Alarm to address the health crisis caused by COVID-19; and in accord with the measures adopted by the Government of Andalusia, without prejudice of the validity, in all their terms, of the measures adopted in the instructions issued by this Rectorate on March 12, 2020,

I HEREBY STATE THE FOLLOWING:

**1. SCOPE OF APPLICATION**

These measures will apply to all Teaching, Research, Administrative and Services Staff who render their services at the UCO, as well as their students.


**2. GENERAL MEASURES**

**2.1. Suspension of in-person teaching**

All in-person teaching activities (theoretical and practical) are hereby suspended, from March 16 to March 30. The duration of these measures shall be determined based on how the situation unfolds.

**2.2. Access to UCO Centres and facilities**

Access to UCO Centres and facilities is limited to staff only.

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### 2.3. The holding of collegiate body sessions and work meetings

Sessions of University of Cordoba collegiate bodies and their corresponding committees are to be held virtually, by email, videoconference or any other admissible electronic means, in accordance with the provisions of Article 17 of Law 40/2015 of 1 October of the Public Administrations Legal System.

Work meetings essential to the operation of the services may be held in person provided that they do not involve attendance by more than 10 people, and are held in spaces that guarantee the recommended safety distance. The organiser must ensure compliance with the measures set down by the authorities

### 2.4. The holding of scientific events, acts and meetings

All scientific acts, events and meetings organised by any member of the University of Córdoba are hereby suspended, regardless of whether they were to be held inside or outside its facilities.

Similarly, acts and events organised by entities outside the UCO but at University facilities are also suspended.


By extension, the following activities will also be temporarily suspended:

- Courses and activities scheduled at the University of Córdoba
- Cultural activities
- Field trips
- Activities related to any type of scholarship or collaboration by the student body with university structures.

### 2.5. Secondments and Travel

No service commissions or work-related travel will be authorised outside the University of Córdoba. Secondments that had already been authorised are cancelled.

Those who are currently on duty in areas designed high-risk by the health authorities must, after their return, provide their services from home, via those telework measures that are decided upon, for at least 14 days, reporting this circumstance to the Administration or Vice-Rector's Office for Teaching and Research Staff.

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## 2.6. Libraries, Reading Rooms, Computer Rooms and student meeting places

All University of Cordoba libraries, reading rooms and computer rooms are hereby closed.

Library loan-outs shall continue, operating according to the following procedure: (<http://www.uco.es/servicios/actualidad/institucional/item/137255-measuresucobibliotecas>)

Any other spaces for groups of students to meet are closed.

## 2.7. Dining hall, cafeteria and copy shop services

Given their external nature, the dining hall, cafeteria and copy shop services may remain open, provided that the preventive standards recommended by the health authorities are respected.

## 2.8. Sports facilities

University of Cordoba sports facilities will be closed from today, March 13, from 3:00 p.m. until March 30, and all sports services and activities are hereby suspended.

## 2.9. Registrar

The delivery of documentation to the Registrar must be carried out through the University of Cordoba's Electronic Office

In these exceptional cases documentation must be delivered to the offices of the General Registrar in an envelope, including a copy of the first sheet of the documentation presented, and the address to which one wishes to send that sealed copy.

## 2.10. User Service

Electronic Office users will be assisted exclusively by email and by phone. If in-person service is essential, it will be rendered pending an appointment by the user with the service managing the electronic administration.

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### 3. MEASURES REGARDING CIVIL SERVICE AND COMPETITIVE EXAMS

#### 3.1. Civil service exams and competitive exams for PDI (teaching and research) and PAS (service and administrative) positions

Civil service and competitive exam processes initiated by means of a public act for access to and the assignment of PDI and PAS positions already organised by the UCO shall continue as scheduled provided that evidence of risk is not detected, at the discretion of the president of the commission. The deadlines for these procedures are extended to the maximum extent provided for by law, for those that are postponed.

No additional competitive/civil service exams shall be organised for this University's PDI and PAS as long as these measures are being applied.

For the purposes of calculating periods and deadlines corresponding to the administrative procedures for the assignment of Teaching and Research Staff and Administration and Service Personnel positions organised and announced by the University of Cordoba, both for the submission of applications and for the execution of procedures, and resolutions and notifications related thereto, the period extending from March 16 to March 30, including the start and end dates, does not count.

### 4. MEASURES FOR ADMINISTRATIVE AND SERVICE STAFF

#### 4.1. Schedule flexibility measures


The necessary measures will be taken to render the provisioning of the services compatible with work-family balance needs, and the protection of especially sensitive people, in accordance with medical criteria.

The heads of these services and units may establish a system for the provisioning of in-person services by shifts for the personnel assigned, in such a way that the greatest possible number of employees provide services remotely, maintaining in-person service provisioning only for operations essential to the unit.

The measures contained in this point will be adopted following the instructions of University Administration.

#### 4.2. Shift control

As of March 16, and until further notice, the current shift control system will not be used for Administrative and Service Personnel (PAS). Supervision to ensure shift compliance is assigned to the service head or, where appropriate, the head of the corresponding unit, or person designated for this purpose following the instructions of the University's Administration.

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## 5. TEACHING-RELATED MEASURES

The suspension of in-person educational activities does not imply the complete suspension of all activities, as these are to be replaced by remote ones, taking into account the particularities of each degree programme.

Professors will decide the measures necessary so that their teaching is not affected. To do this, use of the Moodle platform is recommended, including the necessary materials, and stipulating specific scheduling of the student's work for the entire duration of the suspension of in-person classes. In those cases in which it is absolutely essential to carry out an activity in which the simultaneous "presence" (virtual) of the professor and all the students of a class is required, the organisation of a video-conference will be requested at least 48 hours in advance, via the email address [reunionesvirtuales@uco.es](mailto:reunionesvirtuales@uco.es), from which the opportune instructions shall be issued.

Activities should be organised with a view to maintaining, as far as possible, the schedules previously established for the courses, throughout this temporary suspension of classroom activities; and to respecting the provisions of the course guides, in coordination with University administration.

Students should maintain the same level of academic activity, and be reminded that all their activity through the virtual platform is registered, including the time they have spent, which will serve to track academic activity.

During the official hours of each class, professors are to be available via the existing forum or chat in Moodle, or any other option or tool approved by the responsible centre.

These measures apply to all University of Cordoba official and internal university degree programmes.

The teacher may use remote communication tools for individualised tutoring.

### 5.1. Curricular and extracurricular internships/hands-on activities

As a consequence of the suspension of in-person educational activity, curricular and extracurricular internship and hands-on training activities are suspended, whether they were to be carried out at the University of Cordoba or at external facilities, companies or institutions, except those in which companies offer the possibility of teleworking. If exercising this option, it must be reported by email to the Vice-Dean or Assistant Director and to UCOPrem.

Any decisions made as part of processes to assign internships and in-company activities that were already underway shall be effective once the health alert has been lifted.

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## 5.2. Execution of Final Degree Projects (TFGs) and Final Master's Projects (TFMs)

The execution of TFGs and TFMs at University of Córdoba facilities is suspended during this period.

## 5.3. Defences of TFGs, TFMs and Doctoral Theses

In-person defences of TFGs, TFMs and doctoral theses are suspended. Those TFGs, TFMs or Doctoral Theses defences that were already scheduled are to be carried out by videoconference, following the model established by the Vice-Rectorate for Postgraduate Programmes and Educational Innovation for the defence of Doctoral Theses in this modality.

## 5.4. Mobility

Students under the Erasmus programme, or any other international programme, who are returning to or commencing studies at the University of Córdoba should immediately contact the Office of International Relations (ORI), by e-mail at [erasmus.estudios@uco.es](mailto:erasmus.estudios@uco.es), where they will receive instructions regarding the actions to be taken, in coordination with and under the counsel of the UCO's Occupational Health and Hazard Prevention Service. Compliance with this procedure will be validated by the Office of International Relations (ORI) with the corresponding certification document.


INCOMING Erasmus students must follow the same procedures that apply to other students. If they wish to return to their respective universities, they must previously contact their university of origin regarding all economic and academic matters.

## 6. MEASURES APPLICABLE TO RESEARCH

Research and transfer activities will continue to be carried out as usual. This measure will affect the activity of all researchers, the technical personnel of laboratories, departments and university institutes, and pre-and post-doctoral scholars. Activities that gather groups of more than 10 people should be avoided, and remote, individual work should be encouraged whenever possible.

## 7. MEASURES APPLICABLE TO COMMUNICATIONS

Information given to the press and social media is to be restricted solely and exclusively to the UCO Communications Office, through which the latest news and developments are to be conveyed. The sole objective of this approach is to provide continuous, up-to-date and consistent information, and to avert speculation or individual assessments that could generate confusion.

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## 8. MEASURES APPLICABLE TO THE COORDINATION OF THE SITUATION PRODUCED BY COVID 19

Any measure that is adopted, whether of an academic nature, or related to regular operations, and that is related in any way to the current situation, must be previously cleared and coordinated with the Vice-Rectorate for Coordination, Infrastructure and Sustainability, which shall consult with the university's Occupational Hazard Prevention Service.


## 9. ELECTORAL PROCESSES

Electoral processes for collegiate and unipersonal bodies are suspended.

## FINAL PROVISION

These measures shall enter into force on the date of their publication and shall remain in force for 15 calendar days, without prejudice to any successive extensions that may be subsequently agreed to, and contingent upon those measures that may be ultimately adopted by the competent authorities and that may affect their content.

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