

## **ORDER**

### **Guidelines on the return to face-to-face teaching activities**

Considering:

- The guidelines contained in the *"Recommendation and clarification to scientific and higher education institutions: Preparation of plans for a gradual lifting of the containment measures motivated by the COVID-19 pandemic"* issued by the Office of the Minister of Science, Technology and Higher Education on 17 April 2020;
- The provisions of the Contingency Plan for the fight against the COVID-19 disease in force at the IPT;
- The need, once the state of emergency is lifted, to resume face-to-face sessions for the modules that require laboratory practice or other procedures incompatible with distance learning (laboratory practical hours);
- The need for clarification sessions on theoretical and theoretical-practical modules;
- The need to take exams in order to pass the modules;
- The capacity of the physical and human resources available to ensure the teaching activities and examinations listed above taking into account the constraints set out in the contingency plan;
- The safety of all employees and students during their activities at IPT;
- The safeguarding of the defined scientific and pedagogical criteria;

On consultation with the School Directors, the Heads of Department and the Pedagogical Committees of the Schools, I order as follows:

- 1.** I endorse the guidelines to be considered when returning to the face-to-face teaching activities detailed in the annex attached to this order;
- 2.** The entry into force of this order on the working day immediately following the end of the state of emergency, should it not renewed, on 3 May 2010;
- 3.** The provisions of the preceding paragraph shall not prejudice the immediate development, from the date of this order, of the preparations and planning required for its implementation;
- 4.** This order should be disseminated across IPT's organisational units through the respective School Directors, Departments through their respective Heads of Department, Academic Affairs Division through the respective Head of Division and Head of the Students Point of Contact (SPOC) as well as on the IPT website.

Tomar, 28 April 2020.

**ANNEX**  
**GUIDELINES ON THE RETURN TO FACE-TO-FACE TEACHING ACTIVITIES**

**I – Guidelines:**

1. The return to face-to-face activities will be gradual and will involve a number of considerations and adjustments in order to comply scrupulously with the provisions of the contingency plan in force in the IPT and to enable the completion of the 2019-20 academic year.
2. Based on these guidelines, the teaching component will end on June 20, the normal examination period will run from June 22 to July 24, the re-sit examination period will run in September, special examinations in October and the end of the academic year will occur on December 31, 2020.
3. The return to face-to-face activities will be marked by a clarification meeting/session to be held on May 6 (Wednesday) at 3pm in the Professor Pacheco de Amorim Lecture Hall, in Building A of the IPT Campus. This meeting will be open to faculty members who wish to attend it in person, safeguarding the minimum individual protection measures (use of social mask and minimum distance of a row and two chairs between participants) and will also be broadcast via streaming through a link to be communicated to the entire academic community of IPT in due course, thus allowing the presence or attendance of all employees. In this meeting/session, the return-to-work conditions will be detailed and the criteria and rules for distribution of personal protective equipment will be clarified.

**II – Adjustment of the academic schedule**

4. Following the declaration of the state of emergency, teaching activities moved without interruption from face-to-face sessions to non-face-to-face sessions limited to theoretical and theoretical-practical teaching making use of distance learning resources.
5. To safeguard the teaching of practical and laboratory sessions, the following adjustments shall be made:

- a) From April 27th to May 8th, the largest number of theoretical and theoretical-practical sessions should be ensured by means of distance learning taking advantage of the times that, under normal conditions, would be intended for practical and laboratory sessions (compliance with the teaching hours until the end of this term). Occasionally, adjustments may be made to the timetable if necessary;
  - b) From May 11th to June 19th, laboratory teaching activities that were not possible at distance may be carried out;
  - c) From May 25th to June 19th, in addition to the activities mentioned in the previous paragraph, no more than 2 face-to-face sessions of no more than 2 hours each may take place for the modules that have been held remotely, with the purpose of clarifying doubts or discussing issues that cannot be dealt with at distance including those related to the limitations of students' technological resources. This will be at the discretion of the lecturer in charge.
- 6. In the periods referred to in the previous paragraphs, preference should be given to the delivery of face-to-face sessions of each class for a full period (morning or afternoon) and in the same room, in order to reduce as much as possible student mobility within the IPT facilities.
  - 7. The two face-to-face monitoring and clarification sessions referred to in paragraph 5(c) for Bachelor's, and Master's degrees and foundation programmes (CTeSP) should preferably be held on separate days and breaks between taught modules on the same day should be minimised.
  - 8. Any changes to the timetable should also be taken into account in order to avoid students having lunch breaks simultaneously, in order to make these breaks compatible with the necessary restrictions on the use of canteens and snack bars.
  - 9. Cleaning and disinfection of the rooms to be used for the teaching sessions will be carried out from 12:00 to 14:00 and from 18:00 to 20:00.

### **III – Examinations**

- 10. Examinations may be carried out in person during the periods referred to in paragraph 2.

11. Minimum social distancing rules and the consequent need to use more than one room for the same examination will require a new examination schedule to be drawn up. Each department or organisational unit may draw up a plan indicating the lecturers responsible for invigilating the examinations.
12. In duly justified cases, namely those related to Erasmus students, tests carried out using distance learning tools may be authorised where the module lecturer has opted for a face-to-face examination.

#### **IV - Curricular Internships**

13. Students who have already started internships and remain active in companies (either in person or via teleworking) should continue to comply with the module plan.
14. For those students who have already started their internship but had to interrupt it due to the pandemic crisis of COVID-19, the host company should be contacted and asked about the possibility of its resumption and the need to redefine dates. In case of a negative response by the company, a new company should be contacted to host the student or to consider the possibility of exchanging the internship for a project with the agreement between the student, the advisor and the lecturer in charge.
15. Students who have not yet started their internship should have the possibility to exchange the internship for a Project or, if there is interest or commitment made with the student's host company, review internship timelines.