

[ PRESIDENTE ]

### **Dispatch 6/2021**

#### **Organization and functioning of the 2<sup>nd</sup> semester of the Academic Year 2020/2021**

The public health crisis generated by the pandemic of COVID-19 continues to change social experience in general and, in what is relevant here, it will continue to deeply mark the forms of teaching, learning and evaluation. In order for the new academic semester to start safely, and with the possible tranquility, it is important to collect a set of rules and recommendations that allow strict compliance with the warnings of the competent health authorities and the technical standards in force, namely at the health level, hygiene, and the functioning of our School.

After consulting the Presidents of the School Council, the Scientific Council and the Pedagogical Council of the Faculty of Fine Arts, as well as after hearing the Directors of the Department and the Students Association of the Faculty of Fine Arts,

I determine the adoption of the measures listed below at the start of the 2<sup>nd</sup> semester of 2020/2021, without prejudice to their revision at any time, in view of the evolution of the epidemiological situation of the new Coronavirus - COVID 19, of other legislative initiatives meanwhile adopted, of provisions or recommendations issued by the Rector of the University of Lisbon or by the Minister of Science, Technology and Higher Education, or the experience resulting from their practical application.

#### **I - GENERAL SAFETY MEASURES**

The Faculty will maintain the security rules and procedures adopted so far, namely:

a. At the entrance of the Faculty, the **temperature will be measured** and the use of an **individual protection mask** checked, which everyone must bring with them.

- b. The use of a mask will be required of students, teachers and staff in **all the interior and exterior spaces** of the Faculty, including in shared offices, in classrooms, corridors and courtyards.
- c. If you are using a disposable mask, it is convenient to change it in the middle of the day.
- d. It is mandatory to **disinfect your hands** with soap or another appropriate disinfectant solution at the entrance to the Faculty's facilities, services, classrooms and laboratories, and you should frequently wash your hands with soap and water.
- e. **Visors** may be made available to all teachers who request it, as well as to students who attend laboratories or workshops.
- f. It is mandatory the **physical distance** in all the spaces of the Faculty and the strict observation of the maximum number of users allowed simultaneously in each space.
- g. The **classrooms and laboratories** will have a **capacity adapted to their dimensions and characteristics**, properly posted on the door of each space, which must be respected. This capacity may be revised if teachers and technicians recommend it, for greater security. These spaces will be **regularly disinfected** throughout the day, according to the availability of the room and cleaning staff.
- h. All members of the FBAUL community who are infected with Covid-19 or have been in contact with someone infected, in accordance with WHO and DGS recommendations, must contact the SNS and must respect a 2-week **quarantine period**.
- i. They must immediately communicate it to the Faculty using the email **covid19@belasartes.ulisboa.pt**, so the absences of the students are justified and they are able to attend the classes online, needing for this purpose to report and justify their situation with the Academic Services and the teachers.

## II- GENERAL FUNCTIONING OF THE FACULTY

- a) The **service provided by the FBAUL**, including Academic Services, will preferably be carried out remotely, and the contact with the administrative services should give priority to distance means, namely through the use of the Faculty's website, Fénix platform, and electronic mail contacts and telephone.
- b) The face-to-face service will be carried out **by appointment**, and must only be used for urgent or duly justified situations, limited to services that cannot be provided electronically. The **service hours** have been adapted to the specifics of each Service, being properly advertised on the FBAUL website, which should be consulted regularly.

c) According to indications from the Social Action Services of the University of Lisbon, the **Bar and the Canteen will be closed**, until a date to be defined or higher determination to the contrary, which will be announced in due course.

d) In order to comply with the security rules, the **Library** will be open, subject to a certain number of users simultaneously, and its access will be made through previous booking by email or by telephone.

e) People who are not part of the FBAUL will be able to **visit the Faculty** only on Saturdays, between 10 am and 12 pm, provided that all the safety rules set out here are met. On a case-by-case basis and with justification, other exceptions may be authorized by the Presidency.

### III - TEACHING ACTIVITIES

a. All FBAUL teachers and students can freely access the Faculty without having to make any prior notification, provided that the rules defined in point I - General Security Measures are complied with.

b. Classes should preferably **use distance learning models**. The teacher of each curricular unit must inform students of the course unit's operation.

c. Teachers should adopt **teaching platforms** and other mechanisms that best adapt to the specificity of the programmatic contents to be taught and to the learning objectives expected, ensuring regular monitoring of the work of students.

d. The teaching sequence of the curricular units with practical, theoretical-practical or laboratory content may be changed, in order to postpone the predominantly in-person activity until the end of the lockdown allows it, starting in the beginning of April.

e. The **academic calendar** may be extended until June 18 for practical, theoretical-practical and laboratory courses that are unable to meet the face-to-face requirements of their program until the end of the term scheduled for the semester (June 1, 2021).

f. **Synchronous classes**, that is, face-to-face classes that are being transmitted at the same time and recorded, can be made available on the moodle platform.

g. The Faculty may make available, upon request and within its possibilities, either classrooms or computer devices for teachers and students who need this support in the teaching activity.

h. **The control of teachers' attendance** will be carried out by **writing summaries** on the Fénix Platform, **this procedure being mandatory**.

i. For punctual or more continuous use of laboratories or workshops, with the objective of carrying out indispensable work, students should schedule in advance with the responsible

teacher of the UC and with the technicians responsible for these technical spaces, all the necessary sessions and inform the security personnel of the days and period time of your presence.

Faculty of Fine Arts, University of Lisbon, February 12, 2021.

The President of the Faculty

A handwritten signature in black ink, reading "Fernando António Baptista Pereira". The signature is written in a cursive style and is underlined with a single horizontal line.

(Prof. Doutor Fernando António Baptista Pereira)