Contingency Academic Plan
Addressing Situations Where Physical Interaction Between Students with Students and Students with Faculty Members and Administrative Staff is Not Possible

Rector Pouyioutas
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Preamble:

The Contingency Academic Plan (CAP) is put into effect in extraordinary situations where it is not possible to have physical interaction between: a) students with students and b) students with faculty members and administrative staff. CAP provides for the student learning process of conventional (face-to-face/on-campus) programmes to continue being delivered at the highest academic standard during the Emergency Academic Period (EAP), as decided by the Senate.

In such or similar situations, the University should be able to operate smoothly, efficiently and effectively, and ensure that students continue to be excellently served both academically and administratively. To this end, the University, realizing the immense importance of fully utilizing state-of-the art technology (as highlighted in the University's Strategy), will be using on-line learning delivery in order to provide continuity to the student learning process.

It is, therefore, of paramount importance that ALL faculty members and ALL students fully acquaint themselves with the on-line platform used for the Distance Learning programmes. Faculty members (both full-time and part-time) are thus obliged to undergo, at regular intervals, relevant training delivered by the e-Learning Pedagogical Support Unit (ePSU), the Technology Enhanced Learning Centre (TELC) and the Distance Learning Unit (DLU).

The Contingency Academic Plan addresses the actions to be taken during the Emergency Academic Period (EAP).

An alternative plan for Distance Learning programmes and students also exists.

Senate Authorization:

The Senate declares an Emergency Academic Period (EAP) by originally setting its Start Date (SDEAP). In some cases, the Senate will also set at the same time the End Date of EAP (EDEAP), but in general this is decided at a later stage. SDEAP can be decided via email due to the urgency of the decisions to be taken. During EAP, the Rector is authorized by the Senate to take all academic decisions, including the setting of EDEAP. The Rector's decisions will:
- Be based on the Contingency Academic Plan (CAP).
- Not require any further approval by the Senate.
- Be developed in consultation with the Senior Vice Rector and the Vice Rectors whenever possible, depending on availability and deadlines
- Always be taken in consultation with the President of the Council (or any person authorized by the Council to represent the Council).

Contingency Academic Plan (CAP):

Definitions and Acronyms

1. **EAP** is the Emergency Academic Period
2. **SDEAP** is the start date of EAP
3. **EDEAP** is the end date of EAP
4. **[SDEAP – EDEAP]** is the time interval of EAP
5. **Day 0** is the first day that physical interaction between students with students and students with faculty members and administrative staff is stipulated as not possible (e.g. the University temporarily shuts down).
6. **Day Z** is the last day that physical interaction between students with students and students with faculty members and administrative staff is stipulated as not possible.
7. **[Day 0 – Day Z]** is the time interval during which physical interaction is not possible

SDEAP <= Day 0 and EDEAP >= Day Z thus [Day 0 – Day Z] is within [SDEAP – EDEAP]

The following plan serves as a guideline for the actions to be taken by the Rector.

The assumption is that the situation during [Day 0 - Day Z] will disrupt the lives of the students, including their plans and the way they think and operate. For example, in the case of an epidemic that may result in temporarily shutting down the University, some students may decide to temporarily leave the country, some may have visitors from abroad, some may panic, some may be infected, etc. In such an emergency situation, it is not expected that students will be operating as normally, especially during the first two weeks after Day 0.

Actions to be Taken

Time Period [SDEAP – Day 0]
    The University
1. Does not announce yet the graduation dates.
2. Just before or on Day 0, announces the following, providing more details if possible, depending on the situation:
   a. an extension to the semester may be given or is given (new end date of the semester);
   b. the start of the exam period may be delayed or is delayed (new date);
   c. the graduation ceremonies may be delayed or are delayed (exact dates).

    Faculty members
1. Upload the learning material of all teaching weeks of their courses on the University on-line learning platform used for Distance Learning programmes;
2. Those few exceptions who are not familiar with the on-line learning platform, should immediately attend face-to-face training (if face-to-face training is not possible, then this should be done via Distance Learning);
3. Inform their students about the action to be taken during the time interval [Day 0 – Day Z];

4. Require the students to access the platform and acquaint themselves with using the platform, accessing the material, communicating with others, etc.;
5. Inform students that an extension for the submission of assignments will be given, in accordance with the duration of the period [Day 0 – Day Z]. Thus, any assignment due to be submitted by a particular date, could be submitted after a number of days (including weekend days) that is at least equal to the duration of the period [Day 0 – Day Z].

Students
1. Ensure that they have access to the platform used by their lecturers and can use this efficiently and effectively;
2. Ensure that they know how to communicate with their lecturers and administrative staff, as well as between themselves.

Time Period [Day 0 – Day 6]

Faculty Members
1. Upload self-learning self-assessed exercises, projects and other work on the platform, so that students can complete them during the period [Day 7 - Day 13]. No additional assignments that will count towards in-course assessment are to be delivered to the students during the period [Day 0 -Day 13].
2. Interact with students on regular intervals on Synchronous (assuming the efficient use of technology) and asynchronous mode.
3. Fine-tune the learning material available on the platform and prepare to deliver the rest of the course on-line for the period [Day 13 – Day Z].

Students
1. Revise the material they have covered up to Day 0, prepare summary notes and reflect on what they have learnt in the course up to Day 0.
2. Work on the assignments already assigned to them by their lecturers. If an assignment requires team-work, then no physical interaction should take place. Instead, students should use the platform, emails, wiki, telephone and any other available technology and applications to interact with each other.

Time Period [Day 6 - Day 13]

Faculty Members
1. Fine-tune the learning material available on the platform and prepare to deliver the rest of the course on-line during the period [Day 13 – Day Z].
2. Interact with students on regular intervals on Synchronous (assuming the efficient use of technology) and asynchronous mode.

Students
1. Work on the self-learning self-assessed exercises, projects and other work uploaded by their lecturers.

Time Period [Day 13 – Day Z]

Faculty Members
1. Offer the course on-line

Students
1. Study on-line