
 CODE: USAMVBT-PEC - PO-001a	Banat's University of Agricultural Sciences and Veterinary Medicine "Regele Mihai I al Romaniei" from Timisoara	Issued by The Quality Management Department
	OPERATIONAL PROCEDURE FOR THE CONDUCT OF ONLINE TEACHING ACTIVITIES	Ed. 1 Rev. 1

OPERATIONAL PROCEDURE FOR THE CONDUCT OF ONLINE TEACHING ACTIVITIES

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1. APPLICATION SCOPE

1.1. This procedure refers to the organization of the online process of teaching activities, by means of technology and the Internet, during the state of emergency and the state of alert until the removal of restrictions for public meetings by the relevant authorities, within the Banat's University of Agricultural Sciences and Veterinary Medicine "Regele Mihai I al Romaniei" from Timisoara.

1.2. The procedure is applicable to all participants involved in the process of online teaching activities, through technology and via the Internet, respectively all teachers and all students regardless of field and specialization.

1.3. The users of the operational procedure are responsible for the application and observance of the provisions of specified in this procedure.

2. PURPOSE

2.1. The purpose of developing this procedure is to ensure a unitary set of rules within the USAMVBT for the organization of online teaching activities, through technology and via the internet, during the state of emergency, the state of alert, up to the removal of restrictions on public meetings by the relevant authorities.

3. DEFINITIONS. ABBREVIATIONS


3.1. The following abbreviations will be used in this procedure:

A) Abbreviations

- **USAMVBT** - Banat's University of Agricultural Sciences and Veterinary Medicine "Regele Mihai I al Romaniei" from Timisoara.

B) Definitions

- **teaching activity through technology and the Internet** is a form of organizing the teaching process that involves the replacement of teaching-learning-assessment classes, which involve the physical presence of students / trainees in the classroom, with individual study activities and online teaching activities. The activity is organized by teachers, who ensure the continuity of the teaching process through technology and the Internet;
- **virtual educational environment** – a set of digital educational methods and means of communication that ensure the continuity of the educational process through specific activities organized via technology and the Internet, such as:
 - digital educational platforms or platforms intended for the creation and sharing of open educational resources (RED);
 - applications for communication through technology and the Internet specific to devices: desktop, laptop, tablet, phone, which support video conferencing communication;
 - digital information resources - refers to open educational resources such as lessons, tests, tutorials, etc. available on digital educational platforms,

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as well as other resources such as text, image, models, etc. which can be used in the educational process.

4. REGULATORY REFERENCES

4.1. Primary legislation:

- National Education Law no. 1/2011, with subsequent amendments and completions;
- Law no. 288/2004 regarding the organization of university studies, with the subsequent modifications and completions;
- Decree no. 195 from 16.03.2020 regarding the establishment of the state of emergency on the territory of Romania;
- O.U.G. no. 58 / 23.04.2020 on taking measures for the proper functioning of the educational system, with subsequent amendments and completions;
- H.G. no. 856 / 14.10.2020 regarding the extension of the alert status on the Romanian territory starting with October 15, 2020, as well as the establishment of the measures that are applied during this period for the prevention and combating of the effects of the COVID-19 pandemic;
- M.E.C Order no. 4206 from 06.05.2020;
- GEO no. 141 / 19.08.2020 regarding the establishment of measures for the proper functioning of the educational system and for the amendment and completion of the National Education Law no. 1/2011;
- Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation);
- M.E.C. note no. 260 / 21.09.2020.


4.2. Secondary legislation:

- USAMVBT Charter;
- Regulation on the protection of personal data within USAMVBT - R087;
- Decisions of the University Senate / Board of Administration regarding the development of online teaching activities.

5. DESCRIPTION OF THE PROCESS OF ONLINE TEACHING ACTIVITIES

5.1. THE MODALITIES OF EMPLOYING EDUCATIONAL PLATFORMS

5.1.1. During the state of emergency, alert status and until the elimination of the restrictions on public meetings by the relevant authorities, the **University Management** platform of the Banat's University of Agricultural Sciences and Veterinary Medicine "Regele Mihai I al Romaniei" from Timisoara will be used, as well as the Zoom / Moodle platform, which enable the following:

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- uploading course materials, online bibliographic resources and other educational resources;

- establishing educational tasks for students;

- electronic forum type communication between students and teachers, as well as private messages in order to provide feedback or to carry out teaching-learning-assessment activities;

- evaluating students.

5.1.2. All the activities from the didactic norm: teaching activities (course, seminar), guidance, elaboration of dissertation for the completion of studies (diploma paper, dissertation, doctoral theses), as well as other didactic, practical and scientific research activities included in the curricula (guidance of student scientific circles, assessment activities, tutoring, consultations), habilitation theses, participation in councils and commissions in the interest of education can be carried out online, by means of technology and the internet, during the state of emergency, the state of alert and until the restrictions on public meetings are removed by the relevant authorities.

5.1.3. All evaluation activities during the academic year 2020-2021, including the final bachelor's exams, master's studies exams or postgraduate study programs, the defense of doctoral theses, the defense of habilitation theses for the academic year 2020-2021, may also be carried out online, via technology and the Internet, based on procedures / methodologies approved by university senate.


5.1.4. Throughout the state of emergency, the alert status and until the restrictions on public meetings are removed by the relevant authorities, the teaching-learning activities that take place online, via technology and the internet, entail uploading support materials by course holders on the USAMVBT university management platform. Students are required to study these materials.

5.1.5. Seminar holders have the obligation to upload on the university management platform / educational platforms used by USAMVBT the specific didactic materials for the seminar related to the current week, and the students have the obligation to study these materials.

5.1.6. Each teacher may upload on the university management platform / educational platforms used by the USAMVBT any other educational materials considered necessary, in support of learning, in accordance with the subject curriculum.

5.1.7. Course / seminar holders will use educational platforms (ZOOM, Microsoft Teams, Moodle, etc.) to broadcast the course "live" which students must attend in real time. At the level of each faculty, a schedule will be planned for carrying out the online teaching activities, which will be communicated to the teachers and students. PhD supervisors will keep in touch with PhD students on a weekly basis through the same platform.

5.1.8. Verifying the deployment of online activities via technology and the Internet, according to this procedure and in accordance with the legal provisions, as well as USAMVBT regulations, is the responsibility of the department directors and deans, at the

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faculty level and the directors of doctoral schools, at the level of IOSUD, who complete the collective attendance files necessary for the payment of the teachers' salaries.

5.1.9. All activities carried out online, via technology and the Internet, will take place between 8 and 20 p.m., ensuring the flexibility of the 40 working hours / week.


5.1.10. Teachers will report weekly the activity carried out online on the University Management platform in the section **E-learning / Online activity**, corresponding to the 40 hours per week. The supporting evidence related to the activities carried out will be uploaded for each activity on the platform, except for the documents / materials / results of scientific research, etc. which falls under the protection of copyright (courses / treatises / books / textbooks / scientific papers / patents / bachelor's theses, dissertation / doctoral paper, etc.). For these materials, the evidence will be the topic / subject and the working hours taken into account for the calculation of the number of hours related to the activity carried out.

5.1.11. The director of the department has the obligation to verify and validate each activity included in the weekly activity reports of the teachers in the department (on the University Management platform in the **E-learning / Online activity** section) having the possibility, if necessary, to make certain requests / clarifications / observations in the **Comments** section (maintaining the status **Unvalidated** for the respective activity). Teachers can make corrections / modifications of activity reports, depending on the associated messages sent by the department director who can subsequently validate / invalidate the activity. After the validation by the department director, the weekly activity report will be listed, signed and sent on paper or electronic format (pdf file) to the department director at the beginning of the following week, thereupon it will be approved by the director and the dean of the faculty.

5.1.12. Teachers and students can use the following links for documentation: <https://bneuf.auf.org/#/>, [??eLibrary.snsps.ro](https://eLibrary.snsps.ro/), <https://www.e-nformation.ro/>, [https://ec.europa.eu/education/resources-and_tools / coronavirus-online-learning-resources_en](https://ec.europa.eu/education/resources-and_tools/coronavirus-online-learning-resources_en)

5.1.13. During the state of emergency and alert status and until the removal of restrictions on public meetings by the relevant authorities, student assessment will be conducted online, through technology and the internet, on Zoom / Microsoft Teams / Moodle platform, etc. Each evaluating teacher will schedule the exam at least one week before. The appointment will be made for each student, with a time of 20-30 minutes for the oral exam, or at the same time for the multiple choice exam. In the case of the oral examination, the exam will be registered and archived at the secretariat of the faculty / department. The entire responsibility for the organization, conduct and correctness of the exam belongs to the department directors and the dean of the faculty.

5.1.14. Until the ending of the state of emergency and alert status, respectively until the restrictions on public meetings are removed by the relevant authorities, the teaching activity (course) related to the disciplines that have provided application activities such as laboratory, practical works, projects, clinic, will be carried out online, in a modular system,

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so that all the topics of the course registered in the discipline sheet will be covered. In this case, a new online activity schedule will be drawn up at the level of the faculties during the two mentioned weeks.

5.1.15. The teaching activities (courses) for the disciplines that correspond to seminary applicative activities, the course and the seminar will continue online unchanged, until the end of the semester.

5.1.16. Applied activities such as: laboratory, practical works, projects, clinic will be held and recuperated in a modular and intensive system, according to a schedule established at the level of each faculty, thus ensuring full coverage of the topics in the discipline curriculum, respecting the quality of teaching.

1.5.17. The teaching activities provided in point 5.1.16. can also be held and retrieved online. In exceptional cases, when face-to-face interaction is required, all necessary social security and distancing measures will be taken and ensured to combat the spread of the new coronavirus (COVID-19). In these cases, the holders of the didactic activities provided in par. (1) have the obligation to present to the department director and to the dean of the faculty the topic / fraction of the topic provided in the discipline sheet, the corresponding number of hours as well as the modality these activities were carried out.

5.18. Responsibility for ensuring the security measures provided for in point 5.1.17. as well as the way of organizing and carrying out "face to face" activities belongs to the teacher in charge of applicative activities.


5.1.19. As a result of the application of the provisions of point 5.1.17, it is required to modify the structure of the academic year, respectively the extension by 1 week of the period of didactic activity (from 14 to 15 weeks) and the postponement of all the activities from the structure of the academic year (session, practice, completion of studies).

5.2. TECHNICAL AND ORGANIZATIONAL MEASURES REGARDING THE PROTECTION AND STORAGE OF PERSONAL DATA IN VIEW OF THE ONLINE TEACHING ACTIVITY

5.2.1. Security in the virtual educational environment is achieved according to the EU directives on cyber security, as well as the processing of personal data. For the organization and development of activities in the virtual environment, compliance with the requirements on personal data protection is ensured, according to the provisions of Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46 / EC.

5.2.2. Security measures, as integrated parts of the digital educational platforms used in the virtual educational environment, and for the protection of the students' health during the use of digital equipment are established for the development of educational activities.

5.2.3. The processing by USAMVBT of the personal data of the participants in the activities carried out via technology and the Internet is carried out in order to fulfill its legal obligation to ensure the right to education, by guaranteeing access and effective development of the

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educational process, in case the educational process cannot take place face to face, according to the legal provisions in force.

5.2.4. The categories of personal data that must be processed in compliance with the principles related to the processing of personal data provided in art. 5 of Regulation (EU) 2016/679 are:

- a) *The name and surname of the students, the name and surname of the teachers who use the computer application / educational platform;*
- b) *The image, the voice of the participants, as appropriate;*
- c) *Messages, videos, sent files or any other materials containing data processed by using the educational application / platform;*
- d) *Evaluation results;*
- e) *Login data on the application / educational platform used to participate in online activities: username and password.*

5.2.5. Students and teachers involved in the process of online teaching activities will have to agree to the registration and processing of personal data by completing an Agreement (**Annexes 2 and 3**), which will be sent in electronic format to the dean of the year and archived for students at the faculty secretariat, respectively in paper format for teachers at the Human Resources Department.

5.2.6. Students and teachers who participate in learning activities carried out via technology and the Internet **have the following obligations:**

- a) *are responsible for all sent messages, videos, files or for any other materials processed by using the educational application / platform;*
- b) *to use the educational application / platform only in accordance with the legal provisions;*
- c) *not to record, disseminate, use information, which contains personal data, in another way that exceeds the purpose of processing such data.*


6. RESPONSIBILITIES

6.1. **The vice-rector for education and quality assurance** has the following responsibilities:

- a) is responsible for organizing the process specific to the development of online teaching activities, through technology and the Internet, in the USAMVBT in accordance with national law, internal regulations and the provisions of this procedure;
- b) cooperates with the deans / director of CSUD and the directors of the Doctoral Schools in the implementation of the present procedure.

6.2. **The Deans and the CSUD Director** have the following responsibilities:

- a) cooperate with the vice-rector for education and quality assurance and the department directors / directors of doctoral schools in the implementation of the present procedure;
- c) verify the process of carrying out online teaching activities, through technology and the Internet, in the faculty / doctoral school in accordance with national legislation, USAMVBT regulations, internal regulations and the provisions of this procedure;

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- b) approve the weekly activity report of the teachers;
- c) are responsible for the organization and correctness of the examinations.


6.3. **The department directors and the directors of the doctoral schools** have the following responsibilities:

- a) verify the process of carrying out online teaching activities, through technology and the Internet, in the faculty / doctoral school in accordance with national legislation, USAMVBT regulations, internal regulations and the provisions of this procedure;
- b) draw up the collective files attendance required for the payment of teachers' salary fees;
- c) verify and validate each activity included in the weekly activity reports of the teachers in the department (on the University Management platform in the E-learning / Online activity section);
- d) approve the weekly activity report of the teachers;
- e) are responsible for the organization and correctness of the exams.

6.4. **Teachers** have the following **attributions / responsibilities**:

6.4.1. Teachers will identify those procedures appropriate to the new conditions, which will allow students to acquire the knowledge and acquire the skills provided in the Subject Sheet and the Curriculum, as follows:

- a) design and carries out teaching activities from the perspective of curricular principles and those of learning through technology and the Internet;
- b) course holders upload support materials on the USAMVBT university management platform;
- c) seminar holders upload the specific teaching materials for the seminar related to the current week on the USAMVBT university management platform;
- d) develop, adapt, select open educational resources, learning sessions on educational platforms, applications, as well as other categories of resources that can be used;
- e) design support activities for learning through technology and the internet;
- f) develop assessment tools applicable through technology and the Internet;
- g) upload any other materials considered necessary in support of learning on the USAMVBT university management platform;
- h) upload the evidence related to the activities carried out for each activity on the platform, except for the documents / materials / results of scientific research, etc. which fall under the protection of copyright (courses / treatises / books / manuals / scientific papers / patents / bachelor's theses, dissertation / doctorate, etc.), in which case the provisions of point 5.1.10 shall apply;
- i) keep the supporting documents so that they can be presented when needed;
- j) schedule exams;
- k) are responsible for ensuring the security measures provided for in point 5.1.17, as well as for the way in which the "face to face" activities are carried out;
- l) any other responsibilities arising from this procedure or from the decisions of the management regarding the online teaching activity.

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6.4.2. The materials used by teachers in the teaching-learning-assessment process through technology and the Internet and uploaded on specific platforms represent teaching material.


6.5. Students have the following obligations / responsibilities:

- a) ensure that they use devices whose video-audio connection allows them to be present without interruption and that they have access to the internet throughout the online teaching activities, through technology and the Internet;
- b) participate in the activities established by the teachers and by the university management, according to the communicated program, as well as the information transmitted;
- c) solve and transmit working tasks within the terms and conditions established by the teachers, in order to capitalize on the activity carried out through technology and the Internet;
- d) study the support materials and the specific didactic ones for the seminar related to the current week, uploaded by the course holders / seminar holders on the USAMVBT university management platform;
- e) have an adequate conduct according to the student status at USAMVBT, displaying behaviors and attitudes through which to ensure proper conduct in the academic environment;
- d) do not communicate to other persons the connection data to the platform for education through technology and the Internet;
- f) do not record the activity carried out in the online environment, in accordance with the legislation on personal data protection, according to the provisions of Regulation (EU) 2016/679, as well as point 5.2.1. of this procedure;
- g) have the obligation to participate in the activities carried out through technology and the Internet, otherwise, the student is considered absent;
- h) display behavior that generates mutual respect, an environment favorable to the proper deployment of classes;
- i) pay full attention during online teaching activities, even if the activity is carried out online, not do other activities, take notes and participate actively responding to all requests. The student will make every effort necessary to master the subject taught;
- i) participate in the evaluation on the Zoom / Microsoft Team / Moodle platform.

6.6. In order to comply with the provisions of point 6.5.f, the students will fill in a self-declaration, according to Annex 4, which will be sent electronically to the dean of the year and archived at the Faculty Secretariat.

7. Documented information to be maintained:

Nr. No.	Inf. documented to be maintained		Initiated by:	Circulatew at:	Archiving information documented in the operational archive		
	Name	Code			Place	duration	Resp.
1.	Online activity report	USAMVBT-PEC - PO-001- F01	Teacher	Teacher> Department Director> Dean	Department	70 years	Department Director

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2.	Agreement on the processing of personal data of Romanian / English / French students	USAMVBT-PEC - PO-001- F02, F02a, F02b	Student	Student> Dean of the year	Faculty Secretariat	5 years after graduation	Chief Secretary of the Faculty
3.	Agreement on the processing of personal data of teachers	USAMVBT-PEC - PO-001- F03	Teacher	Teacher> Department Director> Department Human Resources Director	Human Resources Department	70 years	Director of Human Resources
4	Self-declaration in Romanian / English / French	USAMVBT-PEC - PO-001- F04, F04 a, F04 b	Student	Student> Dean of the year	Faculty Secretariat	5 years after graduation	Chief Secretary of the Faculty

8. Annexes

- Activity report online - **USAMVBT-PEC-PO-001- F01**
- Agreement on the processing of personal data students - **USAMVBT-PEC-PO-001-F02**
- Agreement on the processing of personal data students English - **USAMVBT-PEC-PO-001- F02 a**
- Agreement on the processing of personal data students French - **USAMVBT-PEC-PO-001- F02 b**
- Agreement on the processing of personal data teachers - **USAMVBT-PEC-PO-001- F03**
- Self-declaration - **USAMVBT-PEC-PO-001-F04**
- Self-declaration English - **USAMVBT-PEC-PO-001- F04 a**
- Self-declaration French - **USAMVBT-PEC-PO-001- F04 b**