

Pursuant to Article 26 of the Statute of the Faculty of Economics & Business - Zagreb, the Faculty Council at its session held on 20 September 2021 adopted the following guidelines

GUIDELINES

for conducting classes in special circumstances
for the winter semester of the academic year 2021/2022
at the Faculty of Economics & Business- Zagreb

Article 1.

In organizing and conducting classes, the Faculty Council considers the following:

- a) It is necessary to organise all teaching activities in such a manner as to achieve the learning outcomes of the study programme. Teaching is to be conducted as synchronous contact teaching regardless of the medium of teaching (on-line or off-line).
- b) It is necessary to organise all teaching activities so as to protect to the maximum the health of all students and employees of the Faculty of Economics & Business- Zagreb.
- c) It is necessary to provide all students with equal rights and obligations as much as possible, without discrimination of any students on any grounds (self-isolation, etc.).
- d) It is necessary to follow the instructions of the competent institutions in all activities, while maintaining the academic freedoms of the teachers and the academic autonomy of the Faculty in achieving the learning outcomes.
- e) The coordinators of elective courses are entitled to adjust their teaching progression to ensure optimal achievement of the set learning outcomes while protecting the health of the students and the employees of the Faculty of Economics & Business - Zagreb, and maintaining all teaching activities synchronously and interactively regardless of the teaching medium.
- f) Since the compulsory courses are the basis of the study programmes, the departments will ensure that the classes in all compulsory courses are organised in real time and interactively in the classrooms for at least one group with live streaming. In exceptional cases, due to health considerations, a compulsory course can be organised temporarily or permanently only on an online platform but always interactively and in real time (synchronous contact teaching).

Article 2.

For teaching activities that will be held on the premises of the Faculty, in order to ensure the implementation of all epidemiological measures towards protecting the health of the students and employees, it is necessary to adhere to the following:

- a) At least 7 days before the beginning of the semester, all students should fill in the online Student Responsibility Agreement regarding their stay on the Faculty premises and authorise it by credentials based on their AAI identity. The link to the statement will be posted at the Faculty website. If the student comes to the Faculty premises without filling in the Statement, measures will be undertaken in order to protect other students and employees.
- b) All students who have signed the online Statement of Responsibility from Item *a)* can enter the premises of the Faculty and present a digital COVID certificate. The students who cannot present a digital COVID certificate must, at least 7 days prior to the first arrival to the Faculty when they cannot present the digital COVID certificate, fill in an online form to receive the customized instructions that, once received, should be followed and acted upon.
- c) All teaching activities should be available to students who cannot be present in classes held at the Faculty. Class attendance should be recorded by distributing a list in the lecture hall (which will also be used to record people in the event of a COVID 19 outbreak), and student attendance in contact synchronous online classes is recorded via the Google Meet platform.
- d) The introductory lesson will be held online by all teachers in all courses via the Google Meet platform, so that all students can attend and receive the necessary information about the courses regardless of their current health condition and status.

- e) Teachers and students should strictly adhere to the defined schedules and all prescribed epidemiological measures and all students must wear masks during their entire stay on the Faculty premises and in all areas of the Faculty.
- f) Teaching should be organized in block classes to the extent possible.
- g) Prior to their arrival to the Faculty premises the students should measure their temperatures and, if they do not have fever, and they should arrive to the Faculty in time to carry out all the necessary epidemiological procedures at the entrance. If they have a fever or feel other COVID 19 symptoms they are not allowed to enter the premises of the Faculty.
- h) Students should enter or exit the Faculty premises through the main entrance, while in case of an emergency all exits will be opened in accordance with the regulations.
- i) Appropriate measures shall be taken against the individuals who do not adhere to the epidemiological measures and procedures in order to protect other students and employees.

Article 3

Teaching activities that will be held as online contact synchronous teaching, it is necessary to adhere to the following:

- a) All activities must be maintained in such a manner as to enable two-way communication with the students (via the Google Meet platform) within the scheduled times.
- b) In addition to contact online teaching, students may expect to engage additionally in developing projects / presentations / essays as well as studying additional materials, which should be communicated clearly by the teachers through the Google Classroom / Merlin platform. It is necessary to adhere to the guidelines for planning the adequate workload that the students need to have completed in order to be awarded the stipulated number of ECTS points, i.e., 1 ECTS point corresponding to 25-30 hours of total student workload per course – both in and out of classes.
- c) Students' attendance and class participation can be evaluated by presence in online classes, as well as by home assignments and other methods set by the lecturer.

Article 4

The defences of students' final papers are recommended to be held on the Faculty premises, but online defences are also possible. The following procedures are stipulated for both cases:

- a) If the defence is held on the premises of the Faculty, it is necessary to define in advance the participants and the location of the defence, and to adhere to the epidemiological measures during the defence.
- b) If the defence is held online, it is necessary to organise it in such a manner as to facilitate the attendance to all interested persons due to the public nature of the defence.

Article 5

The Vice-Dean for students, education and digitalization and the COVID coordinator are in charge of implementing this decision and these Guidelines.

The Dean and the Vice-Dean are authorized to decide on possible changes in teaching and examination procedures for individual courses and examination period in accordance with the current situation.

Article 6

These Guidelines shall enter into force on the day of their adoption.

DEAN OF THE FACULTY

Professor Jurica Pavičić, PhD