

Varna University of Management

Temporary Academic Policies

Autumn Semester 2020/2021

VARNA UNIVERSITY OF MANAGEMENT

**TEMPORARY ACADEMIC POLICIES FOR THE
AUTUMN SEMESTER OF 2020-21**

Varna University of Management
Temporary Academic Policies
Autumn Semester 2020/2021

Contents

| | | |
|-------|--|---|
| I. | General Academic Policies | 3 |
| II. | Mode of Teaching and Learning..... | 3 |
| III. | Terminology | 3 |
| IV. | Travel Regulations | 3 |
| V. | Minimizing Risk in the Classroom..... | 4 |
| VI. | Actions in Case of COVID-19 Symptomatology and COVID-19 Positive Test Results for Students or Faculty Members..... | 4 |
| VII. | Class Attendance | 5 |
| VIII. | Online Attendance Platform. System Requirements | 5 |
| XII. | International Mobility Office..... | 6 |
| XIII. | COVID 19 Safety Measures in the Kitchen Laboratories | 7 |

Varna University of Management
Temporary Academic Policies
Autumn Semester 2020/2021

I. General Academic Policies

The top priority of Varna University of Management (VUM) is always the health and safety of students, faculty, staff and those who make up our wider community. With regard to the COVID-19 pandemic, we are closely following the latest advice and guidance issued by the Bulgarian government, the Ministry of Education and Science, and the Ministry of Health. We will continue to take all appropriate and necessary steps, as required by the official advice, to keep our community safe.

A Management Group at the University is meeting regularly to carefully monitor the latest developments, and to prepare contingency plans to manage any precautions we all may have to take as the situation evolves.

We are implementing the following temporary policies to minimize the risk of community members transmitting the virus. These temporary policies are in place for the autumn semester of the academic year 2020/2021, and override any contradicting policies in the internal regulatory documents of VUM. These policies can be extended to the spring semester of 2020/2021.

II. Mode of Teaching and Learning

VUM will start the winter semester with face-to-face classes as permitted by the Bulgarian Ministry of Education and Science, and the Ministry of Health.

III. Terminology

VUM uses the following terms to classify module and programme delivery and class attendance:

1. Face-to-face (F2F) module/ mode of teaching: a module/teaching method in which students physically attend classes in the classrooms.
2. Online module/mode of teaching: a module that meets online.
3. Hybrid module/mode of teaching: a module/teaching method where lecturers instruct students in-person and remote at the same time.
4. Blended module/mode of teaching: a module in which students alternate between on-ground and online classes.

There might be a chance that a F2F module turns into a hybrid or blended one during the semester. Lecturers can adopt alternative ways of dividing the students into teams to meet their pedagogical goals. A lecturer can hold some class sessions with all students online. A lecturer can decide to hold class sessions with all students on the ground for special events, such as exams, providing that the event can meet the social distancing requirements.

IV. Travel Regulations

1. Students arriving to Bulgaria from countries outside the European Union should provide negative test results for COVID-19 administered within 72 hours before their arrival in Bulgaria.
2. Students who do not provide negative test results will not be allowed to attend F2F classes for 14 days after their arrival. During this period students will attend online the modules on their

programme and should comply with the regulations of the Ministry of Health and the Regional Health Inspectorate – Varna.

V. Minimizing Risk in the Classroom

1. VUM recommends that all students have themselves tested for COVID-19 before they attend the first class of the semester.
2. The temperature measurement for symptomatology control associated with COVID-19 can be done, voluntarily, by members of the VUM community, using the equipment available in the designated rooms at each campus. Students with an elevated temperature and/or any other symptoms associated with COVID-19 are not permitted to attend F2F classes until they provide medical evidence from their GP that they can be considered healthy.
3. Students are required to sanitize their hands at the building entrance and at the classroom entrance. Hand sanitizer dispensers have been added in the entryways of buildings and in close proximity to the classrooms.
4. Students and teaching staff are required to cover their nose and mouth while on the campus common areas and in the classrooms. Face masks, face shields, and scarfs are appropriate, providing that they cover students' nose and mouth. Students and faculty are allowed to take off their masks during classes only when they are speaking provided they can meet the social distancing requirements.
5. In classrooms, distance measures ensure maximum space between people and a physical distance of at least 1 meter, avoiding a layout that implies having students facing each other.
6. Academic and administrative staff in charge of each session will ensure:
 - Opening of windows and doors in each session break
 - Use of natural ventilation, where possible, in places with mechanical ventilation
 - Re-enforcing the renewal of air in the spaces at the end of each use (e.g. between classes, etc.)
 - That if air conditioning is used, the renewal of air will be done in extraction mode and never in air recirculation mode.

Students who fail to follow these instructions are at higher risk of being infected by the virus and transmitting the virus to others. Students who violate the above listed policies will be requested to leave the classroom and the premises of VUM.

VI. Actions in Case of COVID-19 Symptomatology and COVID-19 Positive Test Results for Students or Faculty Members

1. In case students have any of the symptoms associated with COVID-19, they should immediately contact their GP and notify by email Student Affairs Office and the Student Welfare Department. They should continue attending classes only online until they have medical evidence that they can be considered healthy.

2. In case students exhibit any of the symptoms associated with COVID-19 while on the premises of VUM, they should immediately notify their lecturer and leave the premises of VUM. They should follow the actions described in the section above (V.1).
3. In case students or faculty members exhibiting symptoms associated with COVID-19 while in the classroom subsequently test positive for COVID-19, the respective Management Group at VUM will immediately take measures as prescribed by the Ministry of Health and the Regional Health Inspectorate – Varna, such as but not limited to:
 - Disinfecting of the classroom and the common spaces at VUM
 - Providing the lists of people as requested by the Regional Health Inspectorate – Varna for the purposes of contact tracing and identifying all people at VUM that a COVID-19 patient has come in contact with within the prescribed preceding period
 - Changing the mode of a module or modules from F2F to online for the administrative group of the positive member (student or faculty), for other administrative groups or for all administrative groups at the campus or at all campuses of VUM.

VII. Class Attendance

VUM expects students to regularly attend classes. During online classes, lecturers may request extra work from students to demonstrate that the student is intellectually present during the class.

Students at elevated risk from COVID-19 can file a formal request to attend all classes online. Students with health issues should consult with their GP to determine whether they are at elevated risk. In such cases, students should provide medical evidence to be allowed online attendance during the whole semester.

VUM recommends that students who experience technical issues may join the class through their phones. Students who miss an online class may use the materials for asynchronous teaching uploaded to DEC, Google Drive or Moodle.

VIII. Online Attendance Platform. System Requirements. Students' Obligations

1. Online attendance will be delivered through Google Classroom.
2. At the beginning of the academic year, students will receive VUM associated Gmail accounts, which they will use to attend online classes.
3. Access with personal Gmail accounts will be limited.
4. Google classroom has the following system requirements so that students can join an online class:
 - Hardware: Speakers and a microphone
 - Google account (@vumk.eu or @vum.bg) — necessary for students to access online cloud services and resources, such as Google Drive, Google Docs, Gmail, Google+ and Blogger.
5. Students are responsible to register in an online classroom and attend the corresponding online sessions with the designated account. VUM does not recommend the use of phones to join classes except when students experience technical problems with their computer or tablet as clarified above in VI.

6. Students are obliged to have their cameras and microphones switched on while attending online classes and online assessments (presentations, exams, etc.) unless asked otherwise by their lecturer. Students with no working cameras and microphones will be not allowed to sit an online assessment (presentations, exams, etc.).

IX. Class Recordings. Intellectual Property

Students consent to VUM recording their image and voice during online, hybrid and blended classes. VUM will not use class recordings outside of DEC, Google Drive or Moodle without the permission of the attendees.

Class recordings and other intellectual material posted on DEC, Google Drive or Moodle are VUM's property unless indicated otherwise.

The Ethics Committee at VUM can suspend or dismiss students who make class recordings or other intellectual property available outside of VUM's e-learning spaces.

X. Assignment submissions. Exams. Consultations

1. Assignments should be submitted only online as specified in the module books. No paper copies will be requested during the semester.
2. Exams and presentations will be conducted in a F2F mode unless announced otherwise.
3. Personal consultation, Final Project supervision, tutor meetings and any other university meetings will be organised online unless announced otherwise.
4. Regular weekly online consultations with faculty members will be announced at the beginning of the academic year.

XI. Student Affairs Office

Student Affairs Office will work within their usual working hours. Walk-in appointments, however, should be requested and confirmed by email in advance. All enquiries, requests for student status confirmations, academic transcripts and any other documents provided by Student Affairs Office, should be done by email. Paper copies should be collected upon a written confirmation from the staff at the Student Affairs Office.

XII. International Mobility Office

1. During the week commencing 28 September 2020, a F2F induction session will be facilitated for all incoming mobility students. Subsequently in the course of the autumn semester of 2020/20221 the International Mobility Office will work within their usual working hours. However, all walk-in appointments and F2F meetings should be requested and confirmed by email in advance at erasmus@vumk.eu. Furthermore, incoming mobility students will be able to book an online meeting with a staff member of International Mobility Office at the My meetings platform in Gmail during the working hours. At least a 24-hour prior notice will be needed in such cases. Only in case

of emergency, incoming mobility students will be requested to reach the International Mobility Office staff members at +359 882 595 189 or +359 882 370 018.

2. In the course of October 2020, the International Mobility Office will hold a series of F2F meetings with all full-time students registered in all programmes and study years at VUM. The exact schedule for these initial F2F meetings will be provided no later than 30 September 2020. In addition, during the autumn semester of 2020/2021 the International Mobility Office will work within their usual working hours. However, all walk-in appointments and F2F meetings with full-time students should be requested and confirmed by email in advance at smp@vum.bg. Furthermore, full-time VUM students will be able to book an online meeting with a staff member of International Mobility Office at the My meetings platform in Gmail during the working hours. At least 24-hour prior notice will be requested in such cases.

XIII. COVID 19 Safety Measures in the Kitchen Laboratories

You will see many people not following the rules and claiming they know better. These are the rules you must follow while here at VUM and CAI.

These measures are not meant to be taken lightly. There are designed to avoid having to close the kitchens and service laboratories practical modules. Failure to do will result in having to close all and go online. The chefs have argued to the school the need to have Face-to-Face classes and this will only happen if everybody follows the rules and respect them.

If you feel you have any symptoms or have been in contact with someone who has, we urgently recommend that you go for a PCR test, and to communicate the result to the chefs or to Student Affairs Office.

We can control this situation if we all work together as a team and are aware of what we are doing every day. Take it seriously as it affects all of us. The actions of person can and will make a change for all this semester.

1. EVERYDAY MEASURES

- Use only the front door as the entrance to the school
- Make sure to use the anti-bacterial gel
- Use the dispenser on your right as you enter the school
- Masks have to be used on the public areas
- We recommend that you have yourselves tested
- Keep 2 m distance between people when socializing, as much as possible
- Be aware that you might be asymptomatic, i.e. not showing signs while being contagious, which is why we cannot stress enough the need to be careful in your everyday contacts and movements
- Do not forget that we function as a group and we are only as strong as the weakest amongst us
- Hand washing is recommended as frequently as possible, but hand disinfection is MANDATORY at ALL time. Use the supplied dispensers on the various floors for that purpose.
- Culinary arts students will receive 1x face shield, 1x mask for the first day of class; after this, it becomes the responsibility of each students to make sure to have with them and use properly the face masks (covering both the mouth AND nose) when on the grounds at VUM

Varna University of Management

Temporary Academic Policies

Autumn Semester 2020/2021

- The use of scarves, face cloths, neck warmers, etc. is NOT recommend and will not be accepted in the kitchen classrooms, kitchen laboratories and service laboratories. Although some teachers will accept them in their classes, these will NOT be accepted for the culinary/service classes. You are responsible to carry one approved face mask at all time with you.
2. SPECIFIC MEASURES in KITCHEN CLASSROOMS
- Students will disinfect the tables upon the arrival and departure from the classroom, each time we have a class. The chefs will make sure we have spray bottles and paper to do so
 - The entrance will be from the farthest side door, the exit will be the other door. No coming in / going out, as much as possible, from the same door
 - 2 per table, as much possible with 1-meter distance, when possible
 - Use of the facial mask in the classrooms
 - Disinfect your hands using the gel from the dispensers on the 4th floor before coming inside the classrooms
 - Do not share glasses, water bottles
 - We will ventilate at each break, (every 45 min, for 5 min)
 - We will try to have the windows open as much as possible, so dress accordingly.
3. KITCHEN TRAINING
- Only the group scheduled that day will be in the kitchen. For the moment, no extra students or VUM personnel will be admitted in the kitchen
 - The entrance will be from the side door, the exit will be the back door. No coming in / going out, as much as possible, from the front door
 - The first step will be to disinfect every surface, every class
 - Be present 30 minutes before the scheduled start of the class to allow for the safety measures
 - We will take the temperature of each person as they come on the kitchen, with the date and hour
 - The use of the face mask and the face shield is mandatory while in the kitchen
 - Wash, wash, wash your hands more than before
 - It is now forbidden to bring civilian clothing in the classrooms. Only uniforms will be accepted. (you need to change before coming in)
 - If you decide to go on a cigarette break, the whole process of temperature taking, date, etc., hand washing, disinfection has to be repeated. You will not be able to go for a cigarette break with your chef jacket anymore, remove it before going out
 - When coming back from a break, or outside the kitchen, make sure you wash your hands, and disinfect your station if you were alone on it
 - We will ventilate every hour, for 5 min
4. KITCHEN SERVICE
- During the service, students and staff must wear both the face masks and face-shields at all stations. The only person not wearing the face mask but wearing the face-shield will be the aboyeur (expediter) to make sure he/she is understood
 - There will be less people in the kitchen during the service
 - The stations will be more spread out during the service.
5. RESTAURANT OPERATION
- We will ask the customer to use the antibacterial gel at their arrival in the restaurant

Varna University of Management

Temporary Academic Policies

Autumn Semester 2020/2021

- The number of customers will be capped at 40 for each dinner events to make sure we have enough space between tables at all time
- Floor staff will wear the face masks and the face-shields during the service at all time.