

**UP FAMNIT INTERNAL INSTRUCTIONS FOR THE IMPLEMENTATION OF
UP GUIDELINES¹,
ACADEMIC YEAR 2020/21**

(for students)

We ask all students to contribute to the implementation of the adopted measures, by primarily carrying out those measures as well as encouraging other students to respect and follow them. Our common aim is to organize the pedagogical process in the academic year 2020/21 to the highest standard and without additional restrictions. This aim can only be achieved through joint efforts and effective cooperation.

The University has adopted amended *Guidelines for working at the premises of the University of Primorska in times of active measures against the spread of COVID-19* (September 2020) (further: Guidelines).

The following are some explanations regarding the implementation of the Guidelines in the premises of UP FAMNIT:

1. COVID-19 STATEMENTS. Before entering the faculty premises, all students must sign a new COVID-19 statement, regardless of whether they have already signed one during the first wave of the epidemic. The signed statement is a condition for attending lectures and tutorials at the faculty premises.
2. PROTECTIVE FACIAL MASKS are mandatory in common areas and lecture halls, and everywhere in case an adequate safety distance (at least 1.5 m) cannot be provided. Students and study providers wear masks during all study activities.
3. LIMITATIONS ON THE NUMBER OF STUDENTS IN CLASSROOMS. The amount of chairs in the classrooms determines the capacity of each lecture hall. In lecture halls with fixed seats, chairs unavailable to students will be marked accordingly. Students are asked to pay attention to the proper observance of the labels.
4. SCHEDULE: The subjects of the 1st semester will be taught on-line, combined (on-line and in the classroom) or only in the classrooms, which is appropriately marked on the schedule. Lectures / tutorials that are conducted on-line are marked on the schedule so that the classroom is "ON-LINE IMPLEMENTATION". If the lecturer still needs a classroom for lectures / tutorials that are conducted on-line, it has been assigned to him, and the note "ON-LINE" is given next to the name of the course.
5. NOTIFICATION OF STUDENT ABSENCE. A student who has been ordered into quarantine or self-isolation, or has developed symptoms of infection, informs the faculty of their

¹ *Guidelines for working at the premises of the University of Primorska in times of active measures against the spread of COVID-19*

absence by filling in the form "*Prediction of absence from "live" study obligations due to COVID-19*" in ŠIS (under the tab My data/Prediction of absence)

6. ZOOM AND IT EQUIPMENT to perform classes remotely. The University of Primorska provides licenses for the use of the ZOOM videoconferencing system for the 2020/21 academic year. To carry out lectures/tutorials, UP FAMNIT equipped most of the lecture halls with cameras, microphones and speakers; the equipment is available in all lecture halls at Glagoljaška 8 and Muzejski trg 7, except in computer classrooms and the Vajalnica (laboratory) classroom. Tramontana at UP FHŠ and the new lecture hall B7 at Trg Brolo 12 (above the Mercator store) are also equipped.
7. E-CLASSROOM is generally used for all courses of the study program. Access to the e-classroom is from the faculty's website: <https://www.famnit.upr.si/en>. More detailed instructions for using the e-classroom will be given for individual courses by the lecturers.
8. AIRING-OUT LECTURE HALLS, SURFACE DISINFECTION
Students are required to disinfect their hands before entering the classrooms. Whenever possible, windows (permanently or at least occasionally) are also open during the execution of classes. After each class disinfection of surfaces will take place, so that the next group of students can use the classroom.
9. QUESTIONS. For further questions the students can contact The Student Services (referat@famnit.upr.si), questions regarding e-classroom or Zoom should be addressed to the IT office (podpora@famnit.upr.si, 05 611 7580).

10. CONTACT DETAILS for further information:

Student Services: referat@famnit.upr.si, 05 611 7589, 05 611 7579

IT services and equipment: podpora@famnit.upr.si, 05 611 7580, 051 397 618

International (Erasmus, ...): international@famnit.upr.si, 05 611 7672, 05 611 7698