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UNIVERSITY OF PRIMORSKA GUIDELINES FOR WORKING AT THE PREMISES OF THE UNIVERSITY IN TIMES OF ACTIVE MEASURES AGAINST THE SPREAD OF THE COVID-19 DISEASE

Koper, 26 October 2020

INDEX

INTRODUCTION	3
GENERALLY ABOUT THE DISEASE	3
INSTRUCTIONS FROM 26 OCTOBER 2020	4
GENERAL HYGIENE MEASURES.....	5
LIMITING ACCESS.....	6
ACTING IN CASE OF SUSPECTED INFECTION WITH SARS-CoV-2019	6
MAINTAINING SAFETY DISTANCE	7
LECTURE HALLS.....	7
PROTECTIVE GEAR	7
ROOM PREPARATION	7
ENTRANCE TO THE BUILDING.....	7
HALLWAYS AND OTHER COMMON AREAS.....	7
SANITARY AREAS	8
OTHER COMMON STAFF SPACES	8
OUTER SURFACES	8
REDUCTION OF IN-PERSON CONTACT.....	8
CONTACT OFFICES	8
MEETINGS.....	8
IMPLEMENTATION OF STUDIES IN THE ACADEMIC YEAR 2020/2021	9
REMOTE LEARNING AND TEACHING	9
REMOTE WORK.....	10
SPECIFIC FORMS OF STUDY PROCESS.....	10
LIBRARY	10
STUDENTS RESIDENCE SPECIFICS	10
VENTILATION, CLEANING AND DISINFECTION OF PREMISES	10
ROOM VENTILATION	10
CLEANING	11
REGULAR CLEANING	11
DISINFECTION OF SURFACES AND OBJECTS	11
APPENDIX 1: GUIDELINES OF STUDENT RESIDENCES.....	12
STUDENT STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES, DUE TO COVID-19	17
EMPLOYEE STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES	18
APPENDIX 4: NOTIFICATION OF ABSENCE FROM “LIVE” STUDY OBLIGATIONS DUE TO COVID-19	19
APPENDIX 5: GUIDELINES FOR ADAPTED KNOWLEDGE ASSESSMENT IN TIMES OF COVID-19 EPIDEMIC	20
APPENDIX 8: ONLINE MASTER’S THESIS DEFENSE GUIDELINES OF THE UNIVERSITY OF PRIMORSKA DUE TO THE CORONAVIRUS COVID-19 DISEASE	33

INTRODUCTION

University of Primorska issued Guidelines for working at the premises of the University of Primorska in times of active measures against the spread of COVID-19. Depending on the epidemiological situation, professional opinion, applicable national measures and recommendations and instructions of competent authorities, the rector of the university decided which activities can be performed at the university premises and which still have to be carried out in an adapted manner and elsewhere. Guidelines are applied to each activity carried out at any given moment at the university premises.

The instructions have been adopted to limit spread of the COVID-19 epidemic, minimize damage and ensure the university's activities are functional under all conditions.

The most important measure to control infection is for sick people to stay at home. Three additional measures are crucial to limit the spread of the virus via respiratory droplets: sneezing and coughing hygiene; hand hygiene, in particular frequent handwashing and avoiding touching the face with dirty hands; and maintaining a minimum interpersonal distance of 1.5 meters between people. These measures are important to prevent direct and indirect contact with microorganisms and reduce the chance of infection even before the signs and symptoms of disease appear.

Despite implementation of all measures, cases of COVID-19 and other infections may still occur. However, the chances of spreading the virus will be significantly lower if these measures are undertaken to prevent infection.

Basic instructions:

- Sick employees must stay at home;
- Users of university premises regularly disinfect their hands;
- Indoors, a minimum interpersonal distance of at least 1.5 meters between individuals must be maintained;
- If minimum interpersonal distance cannot be guaranteed, protective masks must be worn.

All further instructions follow these guidelines and define individual situations in more detail. These guidelines are not universal, however, so instructions must be read critically, and measures must be adapted to the specifics of each individual room and activity. When in doubt, use a pragmatic approach that follows these basic guidelines.

GENERALLY ABOUT THE DISEASE

The SARS-CoV-2 virus infection can cause the coronavirus disease 2019 or COVID-19.

The incubation period (time between infection and disease onset) can be up to 14 days, averaging at about 6 days. The disease is most often manifested through symptoms of respiratory infection, ie with malaise, fatigue, cold, fever, cough and in more severe forms with a feeling of shortness of breath. In about 80% of those infected, the disease is mild. In children, the course of the disease is usually lighter, and the risk of severe symptoms and complications increases in the elderly (especially over 60 years) and people with associated diseases such as cardiovascular disease, lung, liver, kidney, diabetes, immune disease, etc. The more severe course of the disease is characterized by pneumonia. Microbiological testing is required to confirm or rule out a SARS-CoV-2 infection. SARS-CoV-2 infection is transmitted by humans by droplets, through respiratory secretions. Closer contact with the patient is required for transmission (distance to the patient less than 1.5 m). Infection is also possible through contact with surfaces contaminated with respiratory secretions. Consistent hand hygiene and coughing

are thus most important to prevent the spread of the infection. Detailed instructions for the prevention of infection and more information on the website of the National Institute of Public Health: <https://www.nijz.si/en>.

INSTRUCTIONS FROM 26 OCTOBER 2020

Following the acceptance of strict measures against the spread of the COVID-19 disease, Guidelines of the University of Primorska for working at the university premises have been adapted as well:

- Changes in access to facilities: all buildings of the university are locked;
- Only one person per room is allowed;
- Students cannot follow lectures and other activities in the classrooms, while higher education teachers can lecture in empty classrooms and transmit their lecture on-line;
- Monitoring of presence is currently not happening, as there are no students at the university premises (chapter deleted);
- Guidelines for collecting information for epidemiological investigations are currently not in place, as there are no students at the university premisses (chapter deleted);
- There is no need for special preparation of classrooms, as they are not as heavily used (chapter deleted);
- Added possibility to limit access outside of university buildings;
- Recommendations for schedule preparation are not active, as there are no students at the university premises (chapter deleted);
- Contact office do not have in person contact with their users, but offer their advices through other tools;
- Meetings in person are not taking place at the university premises;
- Specific organisation of access is not needed, as there are no students at the university premises (chapter deleted);
- Special forms of study process are postponed (changes in general description and deleted sub-charters);
- University libraries are closed for users;
- Special attention for special groups of students is not needed, as there are no students at the university premises (chapter deleted);

GENERAL HYGIENE MEASURES

The new coronavirus is spread through secretions of the respiratory system and unclean hands; therefore, measures against contagion focus on:

- Maintaining an adequate interpersonal distance of 1.5 meters to prevent transmission through respiratory droplets; and
- Regular handwashing and disinfection of surfaces and objects to prevent contact transmission.

Hands are always considered to be contaminated, except immediately after being washed or disinfected.

When all described measures are taken, the possibility of contagion is decreased and we protect ourselves and others. There is no complete safety from contagion, and each individual must take responsibility for full execution of self-protective measures.

All students and staff must know general hygiene measures in order to ensure their consistent application and guarantee adequate safety conditions for the workplace against SARS-CoV-2 contagion:

- Frequent and thorough handwashing with soap and water.
- If soap and water are not accessible, hands must be disinfected with disinfectant put in place for this purpose. Alcohol content needs to be between 60-80%. Hand disinfectant should not be ingested. Disinfectant tissues (70%) may also be used. Products for cleaning/disinfection of surfaces should not be used on the skin.
- Hands need to be washed or disinfected after touching any door handle, staircase railing or after contact with any other surface in the building.
- Do not touch face (eyes, nose or mouth) with unclean/unwashed hands.
- Respect the minimum interpersonal distance of 1.5 meters between individuals.
- Observe correct hygiene for coughing and sneezing (before coughing/sneezing, cover the mouth and nose with a paper tissue or cough/sneeze into the elbow or upper arm). Paper tissues must be thrown away after each use and hands must be washed with soap and water.
- Indoor environments have to be ventilated thoroughly several times a day. This is recommended after every use of a single room (with windows open wide).
- Except for students and employees, no one else has direct access to the building. Exceptional outside visitors must have an appointment in advance, be accompanied by a university employee while inside the building and wear a protective mask.
- Students should first obtain any information over the phone or through online communication tools.
- Online meetings have precedence over normal (in-person) meetings.
- When organizing events, we follow the instructions of the NIJZ, which apply to event organizers.

General guidelines for the prevention of contagion from the agent causing COVID-19 are accessible on the web page: [https://www.nijz.si/sl/preprecevanje-okuzbe-z-virusom-sars-cov-2019 \(only available in Slovene, please use the online translation options\)](https://www.nijz.si/sl/preprecevanje-okuzbe-z-virusom-sars-cov-2019 (only available in Slovene, please use the online translation options)).

LIMITING ACCESS

Access to buildings of the University of Primorska is limited, all buildings are closed and locked. In exceptional cases and after a prior agreement, staff and students can enter the buildings in line with their technical specifics and the guidelines of the university member leadership. All locked buildings still have to enable safe emergency exists for all the people inside.

Only **healthy students, staff and visitors** (without signs of acute respiratory infection) can enter the university premises.

Upon first arrival, students and employees must sign a statement (Appendices 1, 2) guaranteeing that they are healthy. Students will sign this statement in SIS, while employees will sign it in UNIS. Students and employees who do not sign the statement will be barred from entering.

The Broader Professional Committee for Occupational, Traffic and Sport Medicine has defined health restriction guidelines for employees returning to work upon reopening (Appendix 8). In the event that there is a child, adolescent or adult who has been excluded from school or work under these guidelines living in the student's or employee's household, we do not recommend returning to the workplace. Withdrawal due to health reasons is decided on a case-by-case basis by personal physician or an occupational medicine specialist.

Employees who have been ordered quarantine or self-isolation, or have developed signs / symptoms, inform the immediate supervisor of their absence and consult with the chosen or on-duty doctor. They return to work when they are completely healthy and their doctor allows them to do so.

Students who have been ordered quarantine or self-isolation, or have developed signs / symptoms, inform the faculty about their absence by filling in the application *Notification of absence from "live" study obligations due to COVID-19*. They return to the university premises when they are completely healthy and the doctor allows them to do so.

In case they are ill and cannot work/study remotely, they prove their excused absence with a doctor's certificate, as usual.

Lectures and other study obligations are closed for publics during the active measures against the spread of the COVID-19.

ACTING IN CASE OF SUSPECTED INFECTION WITH SARS-CoV-2019

In the event that an employee or student has developed signs or symptoms of SARS-CoV-2019 during the day at the university, he / she immediately withdraws from the work or study process and informs his / her immediate superiors or professors or the department.

In this case:

- We advise the student or employee to call the chosen or on-duty doctor. He should not use public transport to travel home.
- While waiting for transport, wear a mask and use only certain toilets and washbasins, which should not be used by anyone else during this time. Employees who are in contact with the patient should wear a mask and follow the instructions on interpersonal distance and hand hygiene.

Premises, where a person suspected of having SARS-CoV-2919 has been moving, are ventilated, thoroughly cleaned, and disinfected, especially the surfaces that the student or employee has touched (taps, door handles, ...). The recommendations are found on the NIJZ website (only available in Slovene, please use online translation options).

MAINTAINING SAFETY DISTANCE

A distance of at least 1.5 meters must be maintained between individuals within all University of Primorska buildings. In times of stricter measure, only one person per room is allowed.

LECTURE HALLS

Higher education teacher can lecture in lecturerooms and transmit their lectures on-line. Students cannot be present in lecture rooms.

PROTECTIVE GEAR

Students and employees must wear protective masks in common areas and in spaces where a minimum interpersonal distance of 1.5 meters cannot be guaranteed.

The rectorate publishes a list on the university webpage on when the masks are needed.

Students and staff should be familiar with the proper placement, wearing and removal of protective masks. It is their duty to make other users of the premises aware of the proper mask usage.

ROOM PREPARATION

ENTRANCE TO THE BUILDING

Warnings shall be placed at University of Primorska building entrances that instruct:

- only healthy people can enter the premises,
- special entry / exit rules,
- general hygiene recommendations.

Disinfectant for hands and surfaces is available at each entrance as well as a rubbish bin for used masks and gloves at exit.

The number of entrances is optimized in such a way that fire safety is not endangered. An automatic meter is installed next to each used entrance.

HALLWAYS AND OTHER COMMON AREAS

If possible, passage shall be indicated with floor markings along hallways and in common areas in order to minimize contact between individuals and mark/maintain interpersonal distance. In doing so, doors may also be designated for entering and exiting the building.

SANITARY AREAS

Running water, soap and paper towels will always be available in the lavatories. Hand dryers will not be used during the active measures against the COVID-19 disease. Infographics that display proper hand washing technique are located next to the sinks.

Lavatory windows will remain open.

Floor markings may be installed in lavatory anterooms to ensure adequate interpersonal distance. Users should open lavatory doors with their elbow or a clean paper towel.

OTHER COMMON STAFF SPACES

Employees should enter group spaces (kitchenettes, meeting rooms, photocopiers, etc.) only as needed and if they feel comfortable, paying attention to order, cleanliness and hygiene. Spray disinfectant will be present in these rooms so that surfaces can be disinfected quickly. These rooms should only be used if minimum interpersonal distance can be maintained. The maximum number of occupants should be clearly posted at the room entrance.

OUTER SURFACES

University members can limit access to spaces in front of their buildings, yards and other outdoor areas. If they allow people to be there, interpersonal distance has to be observed and masks have to be worn.

REDUCTION OF IN-PERSON CONTACT

Work is organized in a way that requires as few in-person contacts as possible. In study process.

CONTACT OFFICES

Direct in person contacts with contact offices (student services, international office, career center, enrollment service, etc.) are not allowed. Students and staff are available for advice via e-mail, videoconferencing and other electronic systems and telephones.

MEETINGS

Meetings and committee meetings cannot be organised in person and may be implemented via videoconferencing systems.

IMPLEMENTATION OF STUDIES IN THE ACADEMIC YEAR 2020/2021

In line with the decision of the Rector of the University of Primorska on measures to prevent the spread of COVID-19 disease, the course providers can teach live, combined (live and distantly) or distantly.

The scope of individual contact hours is determined by the faculty leadership following the suggestion of course providers, taking into account the guidelines of the faculty management, curricula, specifics of subjects, the COVID-19 situation and valid decision of the Rector of the University of Primorska on measures to prevent the spread of COVID-19.

If lectures, seminars and exercises are implemented distantly, on-line presence of a student is considered the same as live presence in the academic year 2020/2021. Student's online presence is properly checked and recorded.

Notwithstanding the provisions of the Rules for the Evaluation of the Work of Pedagogical Workers and Researchers of the University of Primorska, no. 002-12/2011 of 15 June 2011, amendments no. 002-16/2011 of 13 July 2011, amendments no. 002-29/2013 of 17 October 2013, amendments no. 002-2/2014 of 19 February 2014 and amendment no. 002-19/17 of 12 July 2017 (Rules), pedagogic hours that are conducted distantly at the same time in the academic year 2020/2021 for students of several locations of the same study program are pondered by a factor of 1.25.

In case of restrictions on physical access to the university premises, the assessment and grading of knowledge and the defense of final theses (diploma, master's and doctoral) may also be carried out remotely, in accordance with the instructions in Annex 6 and the instructions at individual faculties.

As a rule, the methods of assessment and assessment of knowledge remain as determined by the curriculum of an individual subject and in accordance with the Rules on assessment and grading of knowledge at the University of Primorska, unless adjustments are necessary due to the COVID-19 situation.

REMOTE LEARNING AND TEACHING

Remote learning means that course providers carry out study obligations to the same extent and in the same time frame, only the medium changes. Instead of lectures or other contents being held on the university premises, students follow them via a videoconferencing system.

The University of Primorska leased ZOOM for this purpose. With a university account, all university users have a licensed ZOOM access.

Uploading and transmitting documents is not an appropriate form of distance learning. Higher education teachers must conduct all contact hours with students, which they report in the UNIS application.

REMOTE WORK

The Rector of the University or the Dean or Director of a Member may order all employees to work from home or remotely in order to prevent the spread of the COVID-19 disease. When doing so, he/she determines the groups of people who are responsible for the smooth running of the university. These are at least:

- Cleaning and maintenance of the university premises,
- Receiving and sending mail,
- Calculation and payment of salaries,
- ICT support for employees,
- And any other urgent processes.

When ordering and organizing the remote work, the rules on the remote work apply.

SPECIFIC FORMS OF STUDY PROCESS

In times of stricter measures against the spread of COVID-19 disease, all specific forms of study process, which cannot be implemented on-line (clinical exercises, laboratory exercises, field work, etc.) are postponed to a later time. Exceptionally, students are still allowed to attend clinical exercises and other work in learning institutions, if they accept them.

LIBRARY

University libraries are closed in times of stricter measures against the spread of COVID-19 disease.

STUDENTS RESIDENCE SPECIFICS

Besides general guidelines, there are special guidelines for student residences in place. They are in Appendix 2. Guidelines of student residences apply also to the students of the University of Ljubljana, who reside at the student residences of the University of Primorska.

VENTILATION, CLEANING AND DISINFECTION OF PREMISES

ROOM VENTILATION

Offices, lecture rooms and laboratories in use must be thoroughly ventilated daily (all windows wide open). Windows should be open at all times, if possible; otherwise, room ventilation is required every hour.

If the building has mechanical ventilation, constant ventilation with external air flow with maximum flow should be maintained when people are using the buildings. More guidelines on ventilation can be found at:

<https://www.nijz.si/sl/navodila-za-prezracevanje-prostorov-izven-zdravstvenih-ustanov-v-casu-sirjenja-okuzbe-covid-19> (only available in Slovene, please use online translation options)

CLEANING

All rooms in use should be thoroughly cleaned daily.

REGULAR CLEANING

Offices and laboratories in use must be regularly cleaned and disinfected. Thorough cleaning is carried out at least once a day. Trash cans should be emptied at least once a day. Trash can bags that contain used masks must be tied at the time of removal, placed in another bag, labeled with the date of closure and stored in an inaccessible place for at least 72 hours. After that, they can be disposed of as mixed waste.

NIJZ recommendations are also taken into account when cleaning and disinfecting:

- for cleaning and disinfecting premises outside medical establishments:
<https://www.nijz.si/sl/navodila-za-ciscenje-in-razkuzevanje-prostorov-izven-zdravstvenih-ustanov-v-katerih-se-je-zadrzeval> (only available in Slovene, please use online translation options),
- for cleaning public toilets:
https://www.nijz.si/sites/www.nijz.si/files/uploaded/higienska_navodila_za_uporabo_in_ciscenje_javnih_sanitarij.pdf (only available in Slovene, please use online translation options).

DISINFECTION OF SURFACES AND OBJECTS

Surfaces and objects that are touched frequently (hooks, holders, light switches, pull cords, etc.) are disinfected several times a day. In offices, lecture rooms, laboratories and other rooms in use, surfaces that are touched more frequently are disinfected after use and before the next group of students / employees enters. Disinfectant is also sprayed on tables and chairs after use.

Cleaning takes into account the recommendations for cleaning and disinfection of premises outside health care institutions during the COVID-19 epidemic, which are available at:
<https://www.nijz.si/sl/navodila-za-ciscenje-in-razkuzevanje-prostorov-izven-zdravstvenih-ustanov-v-katerih-se-je-zadrzeval> (only available in Slovene, please use online translation options).

APPENDIX 1: GUIDELINES OF STUDENT RESIDENCES

Univerza na Primorskem UP Študentski domovi
Universita del Litorale UL Case dello studente
University of Primorska UP Student residences



GUIDELINES FOR LIVING IN STUDENT RESIDENCES IN TIMES OF ACTIVE MEASURES AGAINST THE SPREAD OF THE COVID-19 DISEASE

Koper, Portorož, 16 May 2020

INDEX

1. Entering the student residence	13
2. Following general recommendations of NIJZ.....	13
3. Using common facilities	13
4. Living in rooms and general life in the dormitories	14
5.Cleaning and disinfecting the rooms.....	14
6. In case of developing disease symptoms	14
7. Students in quarantine	14
8. Appendix: Statement (see the next page).....	15

1. Entering the student residence

From 18 May 2020 onwards, students with an active residing contract can again live in the student residences, in line with the current regulations. In doing so, they need to follow these guidelines, which take into account the recommendations of the National Institute for Public Health (Nacionalni inštitut za javno zdravje – NIJZ) and which will be updated in line with the guidelines published at <https://www.nijz.si/sl/sproscanje-ukrepov-covid-19>. Only residents who do not have any symptoms of Covid-19 can enter the student residence. They must sign a statement when they return to the student residence. The statement is in the appendix to these guidelines.

2. Following general recommendations of NIJZ

- Avoid close contact with people and maintain a distance of at least 1.5 meters from other people,
- Wear a mask in common areas and locations where you cannot maintain a safety distance,
- Do not touch your eyes, nose and mouth,
- Follow the recommendations for cough hygiene,
- Regularly wash hands with soap and water,
- Regularly disinfect your hands with hand disinfectant with at least 60% ethanol
- If you develop COVID-19 symptoms immediately notify a staff member and your roommate.

3. Using common facilities

- Social gatherings in common rooms and walking between different floors is prohibited.
- The use of internal and external recreational and social areas (fitness, common study rooms, rooms for socialising) is prohibited.
- Before every entry into the residence and on each floor, disinfectant is available – hands must be sanitised before entering the premises and the floor.
- Masks must be worn in common rooms (halls, staircases, laundry room, drying room, joint kitchens); students must provide their own masks.
- A maximum of 3 people can use the common room at the same time, if they can maintain 1.5 metres distance from each other (otherwise, only one person or two, if they are roommates).
- One student at a time can use the joint laundry room / drying room. When entering, they have to disinfect their hands.

- A maximum of 2 people can use the common kitchen at the same time in ŠD Prisoje. When entering the kitchen, users have to disinfect their hands. After use, they have to clean the dishes immediately, dry them and return them to the cupboard. Each user should disinfect the working area before use by spraying with the available disinfectant.
- Lifts are operating until they have to be shut down (if so decided by the NIJZ of the government). A disinfectant is placed next to the entrance of the lift and each person (student, staff) has to disinfect their hands before they enter the lift. Masks have to be worn in the lifts. Only one person at a time can use the lift, unless if they are roommates. Warnings are placed next to the lifts.

4. Living in rooms and general life in the dormitories

- Dormitory parties are strictly prohibited.
- Outside visits are strictly prohibited.
- Overnight stays of outside guests are strictly prohibited.
- Residents can only use the facilities on the floor where they have their room.
- Students can be outside, but have to maintain a safe distance. Rooms and apartments have to be ventilated multiple times a day.

5. Cleaning and disinfecting the rooms

- Residences are regularly cleaned, and surfaces which are often touched (door knobs, pipes, sinks, etc.) disinfected.
- Ventilation of common rooms is compulsory.
- Residents must regularly clean their rooms and apartment and, if needed, disinfect the objects and surfaces which they touch often (door knobs, desks, windows and walls, toilet seat, pipes, etc.).

6. In case of developing disease symptoms

If you develop disease symptoms, call your personal doctor, doctor on duty (or in urgent matters 112) for further guidance. Other residents should notify the employees of the Student Residences as soon as possible about the suspected COVID-19 infection.

7. Students in quarantine

Students coming from abroad or students, who were in contact with infected persons (or in other cases decided by the Ministry of Health) can be placed into quarantine. Quarantine is ordered by the Republic of Slovenia Ministry of Health and is a measure limiting free movement of healthy people and is ordered by the Republic of Slovenia Ministry of Health. When you are quarantined, follow the order and the following:

- Do not leave the dormitory (do not leave the dormitory, do not visit the faculty, shops or other institutions, do not use public transportation or taxis).
- Avoid contact with other people and do not accept visitors in your dormitory.
- Monitor your health.
- If you develop symptoms of respiratory infection (e.g. tiredness, dry cough, fever, difficulty breathing or shortness of breath) or other symptoms mentioned in the Table for health monitoring, call your personal doctor or doctor on duty, where you will receive further guidelines. Inform your doctor that you are in quarantine.

- To receive basic food and hygiene products, make arrangements with neighbours, UP ŠD employees or a friend for help – they can deliver the groceries to the dormitory. They should not enter your room, but leave the groceries in front of your room and notify you about the delivery over the telephone.
- Regularly ventilate the rooms you are using. Ventilate the room for 5-10 minutes multiple times a day.
- Follow the NIJZ guidelines, published at <https://www.nijz.si/sl/priporocila-za-ravnanje-v-karanteni-na-stalnemzacasnem-naslovu>.

8. Appendix: Statement (see the next page)

STUDENT STATEMENT BEFORE ENTERING THE UNIVERSITY OF PRIMORSKA PREMISES, DUE TO COVID-19

I _____ (name and surname), resident of UP ŠD dorm
Prisoje, room number _____, declare that:

1. I did not have any of the following symptoms in the last 14 days: fever, dry cough, headache, tiredness, sore throat, difficulty breathing or shortness of breath, diarrhea, and that I was healthy;
2. I have not been in contact with anyone who has confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I develop the above-mentioned symptoms or a person in my household (most commonly a family member) is confirmed for SARS-CoV-2 and I will immediately fill in the form "Notification of absence from "live" study obligations due to Covid-19" in the Student Information System VIS/SIS.

By signing, I confirm that I am aware that the submitted personal data which the University of Primorska disposes (name, surname, address of residence, telephone and e-mail address) are processed for the purpose of keeping an RESIDENCY list of students at the dorm on the basis of the decision of the Rector of the University of Primorska, No. 1142-83 / 2020 of 17 September 2020. The attendance list is provided to the National Institute of Public Health (NIJZ) upon request.

The University of Primorska, as the controller, will handle your personal data in accordance with the legislation in the field of personal data protection. For more information on the controller, the person authorized for the protection of personal data and about your rights in relation to the protection of personal data please check:

<https://www.upr.si/si/univerza/varstvo-osebnih-podatkov-in-kijz/varstvo-personal-data/>

Place and date: _____

Signature: _____

BASIC INFORMATION ON COVID-19

SARS-CoV-2 virus infection can cause coronavirus disease 2019 or COVID-19.

The incubation period (time between the infection and occurrence of the disease) can be up to 14 days, on average 6 days. The most common symptoms are similar to respiratory infection symptoms, such as tiredness, fever, dry cough and in severe cases difficulty breathing or shortness of breath. In about 80% of cases, the disease is mild. The disease is generally milder for kids, while the risk for the severe course of the disease and complications are greater for older people (especially people above 60 years of age) and people with associated diseases, such as cardiovascular diseases, diseases of the lungs, liver, kidneys, diabetes, immune deficiencies and similar. Pneumonia is typical for severe cases. The disease needs to be confirmed with microbiological tests. The SARS-CoV-2 disease is transmitted by droplets, through respiratory secretions. Close contact with the infected person is needed for transmission (a distance smaller than 1.5 meters). Infection is also possible after contact with surfaces which have been contaminated with respiratory secretions. Therefore, hand and cough hygiene is the most important preventive measure, helping to prevent the spread of the disease. Specific guidelines for preventing the spread of the disease are published on the webpage of the National Institute of Public Health (in Slovene): <https://www.nizj.si/sl/koronavirus-2019-ncov>.

If you develop any of the above-mentioned symptoms or a person in your household (most commonly a family member) is confirmed for SARS-CoV-2, stay at home and limit contacts with other people. If you are ill, call your family doctor or doctor on duty for further guidance. If your family member or some other close contact is confirmed for SARS-CoV-2, you will receive further guidelines from the epidemiological office.

STUDENT STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES, DUE TO COVID-19

I, _____ (name and surname), student of the University of Primorska, _____ (faculty), with the enrolment number: _____ declare that:

1. I have not had any of the following symptoms in the last 14 days: fever, dry cough, headache, tiredness, sore throat, difficulty breathing or shortness of breath, diarrhea, and that I was healthy;
2. I have not been in contact with anyone who has confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I develop the above-mentioned symptoms or a person in my household (most commonly a family member) is confirmed for SARS-CoV-2 and I will immediately fill in the form "Notification of absence from "live" study obligations due to Covid-19" in the Student Information System VIS/SIS.

By signing, I confirm that I am aware that the submitted personal data which the University of Primorska disposes (name, surname, address of residence, telephone and e-mail address) are processed for the purpose of keeping an ATTENDANCE LIST at study obligations (lectures, exercises, seminars, etc.) on the basis of the decision of the Rector of the University of Primorska, No. 1142-83 / 2020 of 17 September 2020. The attendance list is provided to the National Institute of Public Health (NIJZ) upon request.

The University of Primorska, as the controller, will handle your personal data in accordance with the legislation in the field of personal data protection. For more information on the controller, the person authorized for the protection of personal data and about your rights in relation to the protection of personal data please check:

<https://www.upr.si/si/univerza/varstvo-osebnih-podatkov-in-kijz/varstvo-personal-data/>

Place and date: _____

Signature: _____

BASIC INFORMATION ON COVID-19

SARS-CoV-2 virus infection can cause coronavirus disease 2019 or COVID-19.

The incubation period (time between the infection and occurrence of the disease) can be up to 14 days, on average 6 days. The most common symptoms are similar to respiratory infection symptoms, such as tiredness, fever, dry cough and in severe cases difficulty breathing or shortness of breath. In about 80% of cases, the disease is mild. The disease is generally milder for kids, while the risk for the severe course of the disease and complications are greater for older people (especially people above 60 years of age) and people with associated diseases, such as cardiovascular diseases, diseases of the lungs, liver, kidneys, diabetes, immune deficiencies and similar. Pneumonia is typical for severe cases. The disease needs to be confirmed with microbiological tests. The SARS-CoV-2 disease is transmitted by droplets, through respiratory secretions. Close contact with the infected person is needed for transmission (a distance smaller than 1.5 meters). Infection is also possible after contact with surfaces which have been contaminated with respiratory secretions. Therefore, hand and cough hygiene is the most important preventive measure, helping to prevent the spread of the disease. Specific guidelines for preventing the spread of the disease are published on the webpage of the National Institute of Public Health (in Slovene): <https://www.niz.si/sl/koronavirus-2019-ncov>. If you develop any of the above-mentioned symptoms or a person in your household (most commonly a family member) is confirmed for SARS-CoV-2, stay at home and limit contacts with other people. If you are ill, call your family doctor or doctor on duty for further guidance. If your family member or some other close contact is confirmed for SARS-CoV-2, you will receive further guidelines from the epidemiological office.



EMPLOYEE STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES DURING THE EASING OF MEASURES TO LIMIT THE SPREAD OF COVID-19

(name and surname), employed at the University of Primorska,

(member) declare that:

1. I did not have any of the following symptoms in the last 14 days: fever, dry cough, persistent or abnormal headache, tiredness, sore throat, difficulty breathing or shortness of breath, diarrhea and that I was healthy;
2. I was not in contact with anyone, who would have confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I will develop above-mentioned symptoms.

Place and date: _____

Signature: _____

By signing, I confirm that I am aware that the submitted personal data which the University of Primorska disposes (name, surname, address of residence, telephone and e-mail address) are processed for the purpose of keeping an attendance list, which is provided to the National Institute of Public Health (NIJZ) upon request.

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<https://www.nizj.si/sl/koronavirus-2019-ncov>

If you develop any of the above-mentioned symptoms or a person in your household (most commonly a family member) is confirmed for SARS-CoV-2, stay at home and limit contacts with other people. If you are ill, call your family doctor or doctor on duty for further guidance. If your family member or some other close contact is confirmed for SARS-CoV-2, you will receive further guidelines from the epidemiological office.



APPENDIX 4: NOTIFICATION OF ABSENCE FROM “LIVE” STUDY OBLIGATIONS DUE TO COVID-19

_____ (name and surname), student of the University of Primorska,
_____ (faculty), with the enrolment number:
_____ declare that:

1. I have developed SARS-CoV-2 symptoms and need to stay home and limit contacts with other people after consulting my doctor or doctor on duty, or
2. I have been diagnosed with SARS-CoV-2 or
3. I was ordered to self-isolate or quarantine

and because of this, in the period from today to app. _____ (insert date) _____, I cannot perform my study obligations “live”.

The University of Primorska, as the controller, will handle your personal data in accordance with the legislation in the field of personal data protection. For more information on the controller, the person authorized for the protection of personal data and about your rights in relation to the protection of personal data please check at:

<https://www.upr.si/si/univerza/varstvo-osebnih-podatkov-in-kijz/varstvo-personal-data/>

Place and date: _____

Signature: _____



APPENDIX 5: GUIDELINES FOR ADAPTED KNOWLEDGE ASSESSMENT IN TIMES OF COVID-19 EPIDEMIC

Index

INTRODUCTION	21
CURRENT USE OF TOOLS	21
ADAPTED KNOWLEDGE ASSESSMENT.....	21
SPECIAL CIRCUMSTANCES	22
POSSIBLE DISTANCE KNOWLEDGE ASSESSMENT	22
WRITTEN ASSIGNMENTS	22
KNOWLEDGE ASSESSMENT IN E-CLASSROOM	22
ORAL KNOWLEDGE ASSESSMENT	22
WRITTEN KNOWLEDGE ASSESSMENT	22
Overseeing the written knowledge assessment	23
INFORMING STUDENTS	24
IDENTIFICATION.....	24
RECORDING THE ACTIVITY.....	25
SAFETY OF CONNECTION AND DATA.....	25
PERSONAL DATA PROTECTION.....	25
SPECIAL CIRCUMSTANCES OF STUDENTS.....	25
APPENDIX 1: EXAMPLE OF INSTRUCTION FOR MIDTERMS FOR STUDENTS (prepared by Matjaž Kljun for the subject Systems 1).....	27
FREQUENTLY ASKED QUESTIONS:	30



INTRODUCTION

Guidelines for adapted knowledge assessment in times of COVID-19 epidemic are addressing teachers who are implementing subjects in the academic year 2019/2020 and who have to adapt the knowledge assessment of their subjects due to the COVID-19 epidemic.

Guidelines take into account the recommendations of the National agency of the Republic of Slovenia for quality in higher education (NAKVIS), decisions of the University of Primorska senate, recommendations of the task force of the Slovenian Rectors Conference and experiences with past assessments.

CURRENT USE OF TOOLS

All UP faculties use LMS Moodle in study process. It is installed in joint server and each members has its own installation. With some minor specifics, all members use same configurations and control (safety copies, archiving of e-classrooms). To assure this a document with minimal standards for the use of e-classrooms has been prepared.

All submitted assignments (Moodle) and final works are checked for similarities with existing sources. UP is using single LDAP and separate synchronisations of identities in the MS cloud.

Each UP members uses its own (slightly adapted) version of the student information system VIS (Talpas).

UP teachers currently use especially: *E-classroom (Moodle), Zoom, MS Teams, Skype, Webex and Jitsy* (own server with limited capacity).

ADAPTED KNOWLEDGE ASSESSMENT

In line with the *Act Determining the Intervention Measures to Contain the COVID-19 Epidemic and Mitigate its Consequences for Citizens and the Economy*, universities can make changes to the obligatory parts of study programmes for the academic year 2019/2020. This includes changes of knowledge assessments for specific subjects. All changes have to be confirmed by the senate of the faculty, the university senate and sent to NAKVIS beforehand.

This assures autonomy of the higher education teachers, who can adapt knowledge assessment to current conditions and specifics of their subjects.

Means of knowledge assessments defined in the syllabus of specific subjects and which are usually implemented, serve as a basis for finding their adaptations for distance learning. Potential changes of the means of assessment have to enable relevant verification of achieved learning outcomes and competences defined in subject syllabus.

All teachers prepare their suggestions for the adapted knowledge assessment.

Changing only the way an assessment is done (e.g. implementing written exam or mid-term in e-form, instead in classroom) does not constitute a change of the knowledge assessment mean.



SPECIAL CIRCUMSTANCES

When planning the knowledge assessment, teachers have to take into account the following special circumstances:

- If knowledge assessment will be possible at the university premises, relevant adjustments of the classrooms will be needed. Limitations on the maximum number of people might be in effect, when an assessment takes place. This might mean that multiple rooms simultaneously will have to be used, or assessments will be implemented in multiple time slots.
- Approximately half of foreign students returned to their countries of origin at the start of the epidemic. It is not feasible that they will be able to return to Slovenia for the assessment.
- All adaptations and changes apply only for the academic year 2019/2020, i.e. until 30 September 2020.

POSSIBLE DISTANCE KNOWLEDGE ASSESSMENT

WRITTEN ASSIGNMENTS

Teachers can mark the student based on their written assignments (paperwork, project work, homework, shorter written assignments, etc.).

KNOWLEDGE ASSESSMENT IN E-CLASSROOM

Besides written assignments, teachers and colleagues can also use the tools of the e-classroom, such as quizzes. Quiz settings enable randomness of questions, which means that a teacher prepares, for example, 100 questions, while the learning environment shows 20 of them to a specific student. This decreases the chance of students' distribution the questions among themselves. Teachers can also use random order of questions. Another useful setting is imposing time limit for each question.

ORAL KNOWLEDGE ASSESSMENT

Oral assessment is possible through videoconferencing systems.

WRITTEN KNOWLEDGE ASSESSMENT

Distance group written assessment are applied exceptionally and only if the teacher knows very well the e-environment and its options for safe implementation of written knowledge assessment. Teachers have to bring students' attention to the Rules on disciplinary responsibility of students or its regulations related to the knowledge assessment and assure proper monitoring and control of the knowledge assessment.

To assure proper control, groups of students should not be too big. This still enables proportionally efficient monitoring of the knowledge assessment. Groups should not be bigger than 25 students.

Overseeing the written knowledge assessment

To assure as credible knowledge assessment, as possible, some most common forms of cheating should be preventing, while the students should still have equal opportunities.

Possible solution is image capture during the assessment. Most reliable is capturing videos of students, as this assures the greatest possible credibility. To decrease the system load, teachers can also capture photos every few seconds, which also decreases the assessment credibility, as some cheating can be unnoticed.

Another possible solution is capturing the student's screen, which is preventing the use of other tabs and windows. As before, the system load can be decreased by capturing photos every few seconds, instead of filming the video.

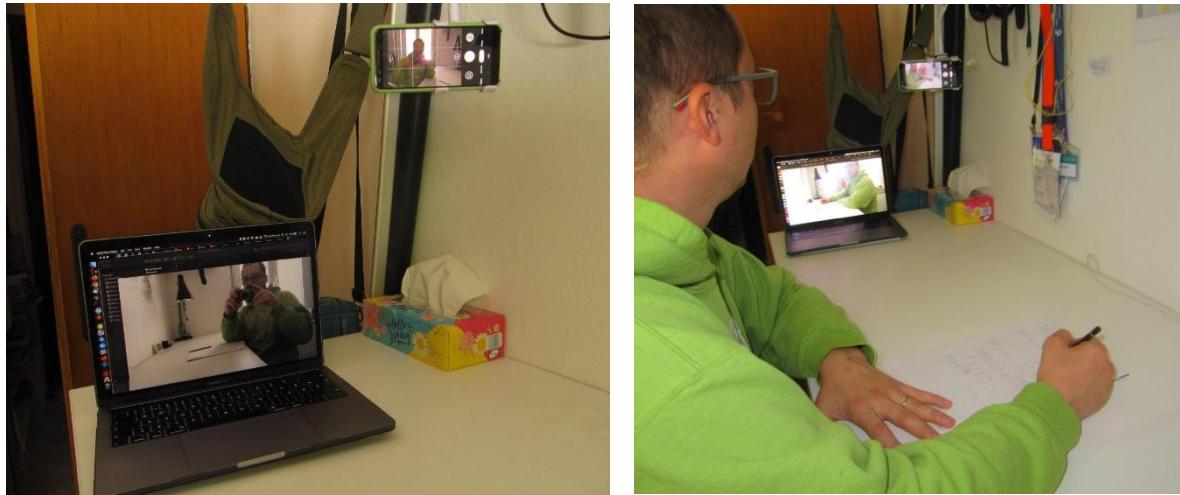
To increase the credibility, majority of systems add additional solutions. For example, capturing the whole room also monitors student hand movement, which prevents their use of additional materials, or freezing other devices, such as pads and mobility phones, which could be used as additional sources during an exam. The most credible system uses a combination of mentioned approaches.

Teachers can also use existing videoconference systems. In their use, they should recreate the classroom environment to the largest possible extent. Students perform the test by writing their answers on sheets of paper on an empty desk and record themselves while doing it.

Students prepare the desk as showed in the pictures below. The camera is on the side and films the whole work area and the body above the desk, including the hands and head.

The footage has to show all sheets of paper, student ID and upper body with hands at all times. Headphones are not permitted. All other objects have to removed from the desk. Camera and microphone have to be turned on during the whole assessment period. Only communication with the people overseeing the test is allowed.





Students receive their answers in e-classroom. They have a limited amount of time available to print them out or write them down on an empty sheet of paper. Then they prepare the desk as shown in the pictures above and wait for the assessment to start.

During an assessment, an overseer can ask a specific student to show one of the sheets of paper, student ID or face at any time. If the student does not understand something, he can ask for additional clarifications over the microphone.

Once the assignments have been concluded, the student has to photo them and upload them to an e-classroom in a limited amount of time.

INFORMING STUDENTS

Faculties publish the information on adapted knowledge assessment for their subjects on their websites. Teachers publish the information on adapted knowledge assessment in the subject classrooms as soon as possible and not later than 14 days after the changes have been made.

IDENTIFICATION

Teachers have to take care of proper authentication and student identification. Depending on the system used, partial authentication is done by students' login into the learning environment, where they use the identity received when they enrolled into the faculty.

The second stage of identification is done right before the start of the exam. **An individual student shows their student ID in front of the camera, or another personal document. The teachers checks the ID and confirms the student identity.** If a student uses another document than student ID, he covers all the fields which are not written on the student ID (in Slovene personal ID he would cover a personal number, date of birth, signature, gender, nationality and validity; all that would remain being seen are name, surname and photograph).



RECORDING THE ACTIVITY

During the assessment, teachers can record student activity (including recording film). **All students have to be notified about that before hand and agree with it. If a specific student does not agree, he is not allowed to take part in the written assessment and is not marked.** The footage is saved until the end of the complaint period, or if the complaint is raised, until the issue is resolved.

SAFETY OF CONNECTION AND DATA

Systems for distance knowledge assessment transfer critical safety information, for which an encryption has to be used to prevent any kind of misuse. Teachers have to assure safe transfer of questions in a way that “external observers” cannot access them, and safe transfer of answers, so that the “external observers” cannot change the answers. This can be achieved with safe communication between the server and the client. This is the only way that assures the integrity of answers, which is the basis for the fair assessment.

Apart from the connection, safe saving of the data in databases has to be assured as well. Only authorised people can access and view the data. Generally, no one should have the right to change the data.

As a rule, document transfer for written exams is done through e-classroom.

PERSONAL DATA PROTECTION

Teachers have to assure personal data protection.

Used software tools have to comply with GDPR, where it is especially important that the data is being stored in the territory of the EU. E-classroom, ZOOM, VOX, MS Teams, SKYPE, WEBEX and JITSI satisfy the GDPR conditions.

Saving personal data is allowed only with prior consent of the student and only until the end of the complaint period, or if a complaint is raised, until the issue is resolved.

It is prohibited to store personal documents (personal ID, passport) in any form. Therefore, the identity check should be done with student ID. If the students will use other documents, they should cover all the data that is not listed on student ID. The teacher can view the personal ID over the camera, but is not allowed to store it (capture the photo or store its record).

SPECIAL CIRCUMSTANCES OF STUDENTS

If students do not have the relevant equipment (computer or phone with camera) or cannot fulfil other relevant conditions (e.g. stable internet connection, private room, etc.), and they would still like to take part in the knowledge assessment, they should contact their faculty as soon as possible. This will



be considered as an exceptional case and the student has to announce it at least three days before the written knowledge assessment.

The faculty (student office) in agreement with the teacher and the students finds an appropriate solution, which can include:

- Free equipment rental,
- Performing the knowledge assessment at the faculty premises under the same conditions (e.g. knowledge assessment in a computer classroom),
- Alternative knowledge assessment at another time (e.g. oral exam using the screen share, camera and conversation).



APPENDIX 1: EXAMPLE OF INSTRUCTION FOR MIDTERMS FOR STUDENTS (prepared by Matjaž Kljun for the subject Systems 1)

Systems 1

Organization of midterms

Due to the Covid-19 lockdown, midterm exam for the Systems 1 course will be carried out remotely through Zoom. Attendance is optional.

- It is required to apply for the midterm exam by the test submission in e-classroom.
- You will get the exact link to your group later (max 25 students per group).
- The midterm exam will be recorded.
- The midterm exam lasts for 90 minutes.

In order to attend the midterm, the student must arrange the following writing conditions:

- A room with a desk. During the exam, no other person must be present in the room.
- A computer/smartphone with internet connectivity, camera and a microphone:
 - If you are worried that your computer might crash during the midterm exam, use two cameras (one on your smartphone and one on your laptop or desktop computer)
 - If you have a poor internet connection, try mobile internet (via smartphone or mobile modem).
 - All used devices should be plugged in!
- A high resolution camera to make readable photos of solutions. Smartphone camera may suffice.
- 5 empty sheets of paper A4 (with lines or without, from a notebook, exercise book ...) and two pens (if one stops working).
- Student ID card or some other ID document with a photo.
 - When using some other ID, cover the fields not present on the student ID (for the Slovene ID you may cover the personal number, date of birth, signature, gender, citizenship and validity; all that remains visible are the photo, first name and surname).

Prepare your desk as shown in pictures below with the camera on the side so that entire desktop including your upper part of the body including the hands and the head are visible. Headphones are not allowed. Remove all other unnecessary items except for papers and pens.



The exam will be carried out in the following steps:

1. Students log in to their designated Zoom room and remain logged until the exam finishes. Camera and microphone must be turned on at all times. Make sure there are no background noises. No communication is allowed except with people overseeing the exam. The person who oversees the exam will ask you via the Chat to confirm that you agree to the recording. If you do not agree, your exam will be considered void. The person who oversees the exam will then verify the presence of students, and if necessary, their identity and contents of the papers on students' desks.
2. When the exam questions become available in the e-classroom, students are allowed 15 minutes to either print out the questions or copy them by hand on an empty sheet of paper. Double check if the text you have copied is the same as the text provided in the e-classroom! All the needed information will be given with exam questions. When the questions are copied the computer should be moved on the side as described before and the student must wait in front of the camera until the 15 minute preparation period is over.



3. The exam begins. Double check that all sheets of paper, the student's ID, the upper body and the head are clearly visible and must stay visible all the time. Calculators will not be needed nor allowed. Looking at the computer screen or mobile device is not allowed. The student may at any time be asked to present a sheet of paper or the ID card in front of the camera for a closer inspection, or to briefly look at the camera for recognition. If you do not understand something, you can ask via microphone. You will receive an answer as soon as possible. In the meantime, you can solve other exam questions.
4. When done or when 90 minutes are over, the student has to notify the person overseeing the exam who is going to take a timestamp at the beginning of the submission. When students are allowed to, they have 15 minutes to take photos of the solutions and submit them. Each photo must contain one page of solutions with the ID card at a top corner (or other personal document). Photos must be arranged in the order of the exam questions, e.g. 1.jpg, 2.jpg, etc. If the camera names photos so they are already ordered (e.g. by sequence number, date and time ...), the photos do not need to be renamed. Students then need to zip the files and upload the zip file to the e-classroom. Files can also be uploaded individually. When students manage to submit the file to the e-classroom they must again notify the person overseeing the exam who will take another timestamp of the end of submission. Only then students are allowed to leave the Zoom room.

Try submitting a test submission in the e-classroom beforehand so that you have a sense of how to do it and how long it takes (take pictures of any papers, ZIP the files and submit them).

Any form of violation (copying, communication, use of unauthorized items, excessive head turning, use of a computer or smartphone while copying exam questions, etc.) will be punished as by the university's by-laws. If the person overseeing the exam suspect that students are violating the rules during the exam they are required to provide a way to fully inspect their environment and objects where they write the exam via a video camera. If students do not cooperate and/or a violation is found their exam will be considered void.

If a high possibility of cheating is either found during the exam or after and it could or cannot be directly proven, all such students will be called to an additional defense.

If a student is not able to establish the above conditions and still wants to take the midterm exam, an oral exam may be arranged at a later time. This is considered a special case and the student must justify his/her position at least 3 days before the day of the written exam. Such examination will be done through screen sharing, camera and conversation. The identity of the student will have to be confirmed on camera.

The theoretical part would be examined by prof. Matjaž Kljun, and practical part by asist. Elham Motamed (eng) or asist. Domen Šoberl (slo).



FREQUENTLY ASKED QUESTIONS:

Q: May I attend the midterm exam?

A: If you submitted your 1st homework and received a grade (0-100), yes.

Q: How do I sign up for the midterm exam?

A: Make a test submission.

Q: What are my options if I don't pass the midterm?

A: Collect 50% in total on homeworks and pass the final exam.

Q: Will the midterm exam in the Zoom be filmed?

A: Yes, but the video will not be published anywhere. The midterm exam will be filmend for later violations checking. After two weeks or solving up all the issues the videos will be permanently deleted.

Q: Can I print out the questions or must I hand-copy them?

A: You can use a printer and print the questions.

Q: Do I need to have a printer in the same room where I'm writing the midterm exam?

A: You can start the print job and wait at the desk for it to finish. Once printed, you can go for a half-minute to fetch the print-outs. If you will be absent more time, we will consider this as a violation.

Q: What should I do if I cannot submit the test submission?

A: Please try again. Take some photos with the device that you will use to take photos for the midterm exam. Take at least 5 such photos. Zip them and make sure the file is not too big to submit. There is a file size upload limit. So test the submission beforehand!

Q: What if the ZIP file is too big and the server rejects it?

A: Change the resolution of the photos but in a way that it will still be possible to read from. Test the whole submission beforehand!

Q: What if the ZIP file big and I have poor internet connection?

A: Change the resolution of the photos but in a way that it will still be possible to read from. Test the whole submission beforehand!

Q: How do we submit the exam?

A: Read the instructions published on e-classroom.

Q: Can I submit a PDF?

A: Yes. But be aware that preparing a PDF might take additional time. Test this preparation beforehand!

Q: Can I submit in another format?

A: No. You can submit either a Zip file with all photos or a PDF.

Q: I don't have a camera other than the one on the phone. Can I use the same phone for a Zoom meeting and for taking Photos of the exam?

A: Unfortunately no. Read the next question for a solution.



Q: What if I want to submit over the same phone on which I took photos?

A: One camera needs to be on all the time. If you don't have a webcam you can borrow another smartphone from parents, siblings, neighbours ... and use it as a webcam (<http://www.skipser.com/p/2/p/android-as-webcam.html>). Or you simply have two phones - one for the camera and one for the submission. Test the whole setup beforehand and try submitting the Zip file to make sure everything will work.

Q: Can I have a desk with a window in front of it?

A: The window may be in front of you. However, based on the required camera position, the picture might be too bright to see anything. Test beforehand. If you often look at the window, the wall, the turned-off computer screen ... or whatever is in front of you, it will be considered a violation.

Q: Can I have a computer screen turned off in front of me?

A: If you have a large screen that is not easy to move, you can have it turned off in front of you. If you are also hand-copying or printing questions from the same screen, you can have it on while doing so. When you finish hand-copying/printing, turn the screen off. During this time, the camera should show your desktop, your body from the desktop up and the front side of the screen.

Q: What if I make a mistake when hand-copying the questions?

A: Check twice if you have copied the questions correctly.

Q: What if I finish early and want to submit my answers?

A: You can submit the answers up to 15 minutes before the end of the exam. When done, you must notify the person who oversees the exam over the microphone. From the moment this person acknowledges you, you have 15 minutes to submit the answers. If you delay the submission for more than 15 minutes, it will be considered a violation. If you finish in the last 15 minutes, put the pen down and wait until the end.

Q: What name do I use to sign in to Zoom?

A: Sign in to Zoom with your first and last name. Do not use nicknames.

Q: What if my desk is transparent (glass)?

A: If possible, lay over an opaque cloak. If that is not an option, you may write on the glass surface, but there must be nothing on the floor!!! If you have glass on a (wooden) table, there should be no papers underneath. If you keep looking repeatedly at the table on the left and right side from the papers you are writing on, will this be considered a violation.

Q: What if others will bother me as they loudly ask questions?

A: All questions must be asked orally. The use of instant messaging programs is prohibited. If you are disturbed by sound, put your speaker's volume to a minimum level, so that the person who oversees the exam can call you. If you will not answer the call from the person who oversees the exam, we will consider this a violation. If a student should repeatedly disturb others without a reason, he/she will be removed and his/her exam will be graded negatively.

Q: It would help if you were there before the exam starts, so we could ask urgent questions.



A: Those who oversee the exam will arrive to the Zoom room 15 minutes early to check everything and point out any inconsistencies with the rules, placement of cameras, etc. There will also be a chat room available in e-classroom (Moodle) if you'll have problems connecting to Zoom.

Q: Can we have questions in Slovene and English on the same paper?

A: Exam will be available in Slovene and English separately. You may use any of them and write your answers in any language.

Q: May I mix English terms in Slovene text?

A: You may.

Q: What if my internet connection drops?

A: You can have extra WiFi available over your phone as a hotspot. If your WiFi connection drops, connect your computer to your phone's WiFi. If you use the camera on your phone to stream your desktop and your home WiFi connection drops, your phone will automatically connect to mobile data. Each such interruption can take up to a few seconds. If you repeatedly disappear from the Zoom Room, this will be considered a violation. If too many people do this, we will stop the midterm exam for all. All the exams will not be graded.

Q: How many times will you warn us for violations?

A: Depending on the violation. If the violations are not severe, we will warn you up to 2 times, the third time you must finish writing. If the violation is serious, you will stop writing immediately. In both cases, the midterm exam will be graded with a negative mark.

Q: Can I have a pencil sharpener and rubber on the desk?

A: Yes. But you need to take into account that the pencil might not be visible enough. Test it beforehand. Otherwise have at least two pens if one might stop working.

Q: Can I have a glass of water on the desk?

A: Yes. The glass or plastic bottle need to be transparent without labels on.

Q: Can I go to the toilet?

A: Yes. You are allowed two minutes. You need to tell the person who overlooks the exam and you need to leave everything on the desk.



APPENDIX 8: ONLINE MASTER'S THESIS DEFENSE GUIDELINES OF THE UNIVERSITY OF PRIMORSKA DUE TO THE CORONAVIRUS COVID-19 DISEASE

Due to the extraordinary situation that the coronavirus outbreak has led to, the Master's Thesis Defenses at the University of Primorska may be conducted online, by applying the provisions of the Rules on Preparation and Defense of the Master's Thesis in the 2nd cycle Study Programme at the University of Primorska mutatis mutandis, and according to the following procedure:

1. Before the Thesis Defense

- The date of the Thesis Defense and technical implementation (ICT tool) of the Thesis Defense (Zoom, Skype, Teams, etc.) is agreed with the student.
- The Chairman of the Thesis Committee sends by e-mail the link for the online Thesis Defense to the Student Office. The time of the Thesis Defense, the link and any additional instructions regarding other listeners' attendance at the Thesis Defense shall be published on the Faculty's web page.
- Before the start of the Thesis Defense, the Chairman of the Thesis Committee checks the link with the candidate and the Thesis Committee members.

2. Thesis Defense

- The Chairman of the Thesis Committee initiates and conducts the Thesis Defense process in accordance with Article 20 of the Rules on Preparation and Defense of the Master's Thesis in the 2nd cycle Study Programme at the University of Primorska. After the student answers all questions, the Chairman interrupts the online connection with the student, leads the procedure for assigning the grade of the Thesis Defense, records the grade in the Thesis Defense Minutes and signs it. Then the Chairman reconnects online with the student and informs her/him of the success of the Thesis Defense and the acquired professional title. Afterwards the Chairman disconnects the link.
- Thesis Defenses are not being recorded.

3. After the Thesis Defense

- Thesis Committee members sign the Thesis Defense Minutes (with digital signatures, over the phone or by scanning, etc.).
- The Chairman of the Thesis Committee emails the signed Thesis Defense Minutes to the Student Office.
- After receiving the Thesis Defense Minutes and the approval of all Thesis Committee members, the Student Office prepares a certificate of completion of study and emails it to the student.



These guidelines shall apply mutatis mutandis for Thesis Defense at the 1st and 3rd level of study at the University of Primorska.