

الجمهورية الجزائرية الديمقراطية الشعبية  
People's Democratic Republic of Algeria  
Ministry of Higher Education and Scientific Research



جامعة امحمد بوقرة بومرداس  
University M'hamed Bougara  
of Boumerdès

**Draft Protocol for the 2019-2020 academic year closing and opening of the academic year 2020-2021, under Covid-19 Restrictions**  
**"Practical Guide"**

**Introduction**

In the time of covid-19 outbreak, this document (draft protocol) outlines all the necessary measures that must be followed by the university community in order to resume educational and pedagogical activities (teaching, evaluation, contest, examination...). It is worth noting that these measures are changeable according to the pandemic situation in the country. Moreover, this draft protocol is based on the "frame protocol" issued by the Ministry of Higher Education and Scientific Research and the competent official health bodies.

This document aims at resuming the pedagogical activities so as to close the academic year 2019-2020 and to prepare for the beginning of the academic year 2020-2021 in serene conditions, including taking all necessary health measures, and to avoid panic or confusion.

The number of students, affiliated to the university M'hamed Bougara of Boumerdès, according to their paths (except for Mster 2 and PhD students) is as follows:

<b>Cycle</b>	<b>Number of students</b>
First year undergraduate	8 884 students
Second year undergraduate	6 142 students
Third year undergraduate	5 766 students
First year Master's degree	5 352 students
Doctorate third cycle	702 students
<b>Total</b>	<b>26 846 Students</b>

The draft protocol is based on the following three axes:

## **1. First axis: the general timetable of pedagogical activities resumption and their arrangement**

### **A/ The timetable of pedagogical activities resumption**

- ✓ **Sunday, August 16, 2020:** The administrative staff, maintenance workers and cleaners will resume working in order to arrange the pedagogical spaces and provide students with better conditions in the five facilities of the university and its dormitories. Also, they must provide the necessary tools of protection against covid-19.

The teachers will sign the online resumption transcript according to which they commit to carry on with the pedagogical activities, started in March 2020, via the university platform or any other communication means.

Resumption of Master and doctoral dissertations defenses as well as university accreditation behind closed doors, with the possibility of continuing the organization of Master defenses during the month of September 2020. In this regard, the Vice-Rectors in charge of Pedagogy and Post-graduation, as far as each is concerned, are asked to transmit to the Director of "University Services" the list of concerned students' names.

- ✓ **Tuesday September 1<sup>st</sup>, 2020:** from Tuesday September 01<sup>st</sup>, 2020, possibility of resuming exams in face-to-face mode, according to the appreciation of the Director of the university, provided that this only concerns specialties where the number of registrants does not exceed 30 students. In this case, the Deans and Directors of the Institutes must prepare a complete plan which must be communicated in advance to the concerned students and to the Director of University Works.

The priority is given to final year students in the case where the organization of these exams is confirmed.

In this context, the organization of the activities defined above remains dependent on the effective availability of all the required sanitary conditions and the transport service.

**All the university community must be informed of the content of this document using all possible communication means. In addition, the exceptional ban on organizing any other face-to-face activity within the university is maintained, except the ones mentioned above, until further notice.**

## **B/ Arrangement of pedagogical work**

### **✓ Teaching of fundamental units, Methodological units, Discovery and horizontal units**

In the period that will be fixed later to the end of the academic year, only fundamental units will be taught along with labs that may take place. Accordingly, the faculty deans and directors of institutes will elaborate convenient schedules. It is worth reminding that the on-site lessons will be made up of selective fundamental units only and deposited on the platform. Students can benefit from additional information or discuss points that are not understood, especially those that have been previously seen online.

The methodological units differ from a field to another; they can be labs or theoretical lectures. Consequently, the protocol indicates the following :

- Concerning the practical work, the Deans and Directors of the institutes are asked to define the realization or the postponement of these practical works and this after consultation with the competent bodies and pedagogical teams, in the respect of the frame protocol.
- With regard to the methodological units that are of theoretical nature, they will be taught online.

Concerning the discovery and horizontal units, they will be taught online as previously.

In addition, the teaching content for the next academic year 2020-2021 will be submitted online via the moodle platform and any other communication media.

### **✓ Scheduling of educational activities:**

Due to the varying number of students from faculty to another and the specification of the Institute of Electrical and Electronic Engineering and the Faculty of Oil and Chemistry which receive students from around the nation, the teaching will be by promotion and in closed periods as follows:

#### ***a/ Scheduling of teachings :***

In accordance with the correspondence of the General Secretary/MESRS, Ref N ° 866 of August 16, 2020, the lessons schedule, in face-to-face mode, will be fixed later.

### Faculty of Law and Political Science

Path	Number of closed weeks	Units to be taught	Period of students' attendance	Period of Evaluation
L1	02	Fundamental units + recitation	will be fixed later	will be fixed later
L2	02	Fundamental units + recitation	will be fixed later	
L3+ M1	02	Fundamental units + recitation	will be fixed later	

### Faculty of Oil and Chemistry

Path	Number of closed days (alternately)	Units to be taught	Period of students' attendance	Period of Evaluation
M1+L1	04	Fundamental units + recitation	will be fixed later	will be fixed later
L3+L2	04	Fundamental units + recitation	will be fixed later	will be fixed later

### Faculty of Science

Path	Number of closed days	Units to be taught	Period of students' attendance	Period of Evaluation
L1	10	Fundamental units + recitation	will be fixed later	will be fixed later
L2	10	Fundamental units + recitation	will be fixed later	
L3+ M1	10	Fundamental units + recitation	will be fixed later	

### Faculty of Economic Science, Management and Commercial Science

Path	Number of closed days	Units to be taught	Period of students' attendance	Period of Evaluation
L1	10	Fundamental units + recitation	will be fixed later	will be fixed later
L2	10	Fundamental units + recitation	will be fixed later	
L3+ M1	10	Fundamental units + recitation	will be fixed later	

### Faculty of Literature and Languages

Path	Number of closed days	Units to be taught	Period of students' attendance	Period of Evaluation
L1	10	Fundamental units + recitation	will be fixed later	will be fixed later
L2	10	Fundamental units + recitation	will be fixed later	
L3+ M1	10	Fundamental units + recitation	will be fixed later	

### Faculty of Technology

Path	Number of closed days	Units to be taught	Period of students' attendance	Period of Evaluation
L3	10	Fundamental units + recitation	will be fixed later	will be fixed later
L2	10	Fundamental units + recitation	will be fixed later	
M1	10	Fundamental units + recitation	will be fixed later	

### Institute of Electrical and Electronic Engineering

Path	Number of closed weeks	Units to be taught	Period of students' attendance	Period of Evaluation
L1	02	Fundamental units + recitation	will be fixed later	will be fixed later
L2	02	Fundamental units + recitation	will be fixed later	
L3+ M1	02	Fundamental units + recitation	will be fixed later	

### Institute of Science and Applied Techniques

Path	Number of closed weeks	Units to be taught	Period of students' attendance	Period of Evaluation
01st year bachelor degree	06	Fundamental units + recitation	will be fixed later	will be fixed later

### ***b/ Arrangement of lab classes***

After taking into account living conditions, the nature of the matter taught and the specification of each faculty/institute and after seeking advice from the pedagogical teams. The organization of labs which will be done is as follows :

- Labs will be done by simulation and a summary will be communicated via electronic means;

- by on-site teaching, however, the pandemic prevention measures and ministerial instructions must be followed strictly;
- by videotaping the lab class conducted by the teacher and communicate it online. This helps students follow up their lab classes and submit a report for evaluation reasons via available communication means.
- It is preferable to assess the students' reports via the available communication means.

### **c/ Management of pedagogical time**

In addition to delivering instruction by promotion, the number of students must be reduced in each class along with establishing temporal intervals among classes, which will lead to extending the study time up to 18h, the time of classes must be reduced, without altering the teaching quality, as follows :

- 01 hour for lectures.
- 01 hour for tutorials.
- 02 hours for labs.

In this case, all these measures must be taken into consideration to approve the set of lessons presented online and to accomplish the 2<sup>nd</sup> semester program.

#### **✓ Evaluation mode :**

- It could be done through submitting project works or researches conducted individually or collectively.
- Oral questions for less crowded groups of students or multiple choice questions or any related type of question.
- Continued evaluation.
- On-site examination if possible provided that all precaution measures will be followed.

**Note:** The choice of the type of evaluation depends on the pedagogical committees.

## **2) Second axis: Health measures**

In order to prevent any pandemic contamination among the university community and in accordance with the prevention protocol of the Ministry and the official health bodies, **The University of Boumerdes set up, on Wednesday July 22<sup>th</sup>, 2020, a local crisis committee to manage the closing of the academic year 2019-2020 and the opening the academic year 2020-2021 according to the ministerial decision N°453 dated July 15<sup>th</sup>, 2020;** the measures bellow will also take effect :

- Guarantee coordination between the central and local committees through the online platform at the web site of the ministry to overcome any possible difficulties.
- Establishment of a traffic management plan for staff and students entering and exiting the university buildings.
- Taking heat measures at the entrances to university structures.
- Face mask wearing is mandatory.
- Hydro-alcoholic gel, water and soap must be available.
- Ensure maintaining a physical distance of one and a half meters (1.5 m) between people
- Gatherings banned.
- Opening of all the main entrance gates of the administrative and pedagogical structures. Indicate gates for entering and others for exiting in the administrations, departments, classrooms and halls.
- Management of students' traffic in faculties and institutes using road signs.
- Arrangement of classrooms and halls so that the number of students does not exceed 16 in 50 square meter.
- Aeration and cleaning of university facilities.
- Raising the awareness of people inside the university buildings by all means possible.
- Disinfection of water closets and water reservoirs.
- Coordination with civil workers and official health bodies in order to direct suspected cases to hospitals.

### 3) **Third axis: University Services**

In accordance with the draft protocol and the Ministry instructions, the measures that will be taken in catering, accommodation, and transportation are the following :

#### ***A/ Catering***

- Dishes will be served cold in disposable tools.
- Meal times will be extended for a better management of students' flow.
- Food serving points will be multiplied.

#### ***B/ Accommodation***

The bed capacity of the student in accommodation infrastructure at the University of Boumerdès is sufficient. The rooms are characterized by large surfaces. In this context, there will be no difficulties regarding the accommodation of students, which will be done in total

respect of health precautions (6 sq meters per student, 12 sq meters per 02 students, 18 sq meters per 03 students).

### ***C/ Transportation***

The number of the buses available will cover the students' needs in accordance with the practical guide (frame protocol), which is 25 students per bus. They will ensure many rounds per day taking into account the schedule of classes. Consequently, there will be no difficulties.

#### **✓ Precaution measures in the University residencies:**

- 1- Face mask is obligatory for all students and university residencies staff along with social distancing.
- 2- Establishment of ground markers at 1.5 meter interval and movement direction arrows (enter and exit) in the crowded points (main entrances of university buildings, canteens and registration offices, etc).
- 3- Multiplication of water supply points and hydro-alcoholic gel.
- 4- Make sure that every employee has 4 sq meters in closed places.
- 5- Establishment of insulating glass in places of higher pollution risk (security, distribution of cards and tickets, etc).
- 6- Protection gear will be available for the following front line people:
  - Health workers: ffp2 mask, protection mask, shoes, gloves, hydro-alcoholic gel.
  - Maintenance workers: masks, hydro-alcoholic gel and gloves.
  - Security guards: masks and hydro-alcoholic gel.
- 7- Make thermometers available in medical units.
- 8- Close all cultural and sports activity spaces except for cyber internet, which must be arranged to comply with the prevention rules.
- 9- Generalization of wireless internet connection in the university residencies.
- 10- Arrange special spaces for covid-19 victims and transfer of complicated ones to health centers.
- 11- Cleaning, maintenance and disinfection of facilities, especially doors and water closets.
- 12- Creation of a psycho-medical unit.
- 13- Hold campaigns to raise people's awareness through social media, screens, publications and poster, etc under the supervision and by the university residencies' doctors.
- 14- Creation of an online hearing unit in service of students, constituting of doctors, psychologists and administration staff.
- 15- Gathering of weekly statistics by the psycho-medical unit and coordination with the health department.