

SVEUČILIŠTE U ZAGREBU
Stomatološki fakultet

**Instructions for students and
teachers regarding distance learning
(version for Program in English)**



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Introduction

According to the decision of the Government of the Republic of Croatia and the Civil Protection Staff of the Republic of Croatia, from Monday 16 March 2020, direct contact teaching will be suspended in higher education institutions for a period of two weeks. Based upon the Instruction on Procedure and Recommendations of the Crisis Staff of the University of Zagreb regarding COVID-19 dated 13.3.2020., online classes will be offered at all University of Zagreb study programs to allow students to study from home.

Considering the specific training of doctors of dental medicine and the great importance of clinical work with patients, the Administration of the University of Zagreb School of Dental Medicine is aware of the difficult circumstances for maintaining normal and quality teaching, especially in the part related to clinical exercises, and they are doing everything possible in order to ensure the highest quality teaching process with the least possible threat to the health of students, teachers and staff.

On March 14 2020 an online survey was conducted among course leads to gather data on the readiness to take distance learning. Within 24 hours of the survey, all course leads responded. According to the data obtained for all courses (100%) there is a possibility of distance learning; of which 72% of the total number of courses will have distance learning materials immediately available for use or will be available for use within 2-3 days of the survey, while for the remaining 24% of the courses teaching materials will be produced within one week. Most of distance learning will take place through the Merlin system at SRCE, and some will take place through other platforms and communication channels. The recommendation is that as much distance learning as possible be conducted through the Merlin system at SRCE. This will allow the planned theoretical instruction (lectures and seminars) to take place at a distance and thus replace the classes that require the physical presence of students and teachers. A potential problem is the organizing of preclinical and clinical dental and medical exercises that provide students with the necessary practical knowledge and experience. Aware of this problem, the faculty administration suggests to the course leaders that, wherever possible, pre-clinical and clinical exercises should be replaced by seminars, with as much use of multimedia content as possible.

These instructions describe the duties of students and teachers pertaining to distance learning, and provide information on access to teaching materials.

It is recommended that all students and teachers read these instructions carefully and act accordingly.

Contact information

The contact details of the persons responsible for organizing distance learning are listed below.

In case of inability to access some of the distance learning teaching materials, students should first contact the course lead by email.

Name	Duty	E-mail	Mobile
Prof. dr. sc. Ivan Alajbeg	English program coordinator	alajbeg@sfzg.hr	+385915051271
Izv.prof. dr. sc. Vlaho Brailo	President of the Committee for Informatization	brailo@sfzg.hr	
Doc. dr. sc. Ivica Pelivan	President of the E-Learning Committee	pelivan@sfzg.hr	
Dario Đurasović, struč. spec. ing. techn. inf.	Head of IT department	dario@sfzg.hr	

Teachers can contact students through the student representative Lorena Bokavšek lorena.bokavsek@gmail.com (2nd year), as well as through Ms. Kristina Sahula at sahula@sfzg.hr

Duties of teachers

Teachers are required to:

- Be accessible daily to students and other teachers through electronic communication channels
- Organize and conduct distance learning course in accordance with the instructions of the faculty administration and the course lead
- Wherever possible, pre-clinical and clinical exercises should be replaced by seminars with the abundance of multimedia content
- The learning outcomes for your course should be respected even though the teaching modality is changed
- Monitor student participation in distance learning
- Evaluate student engagement in distance learning
- Review students' knowledge and monitor their progress in achieving the intended learning outcomes
- Inform the course lead on a daily basis of any difficulties related to distance learning
- Make suggestions for improving the delivery of distance learning
- Participate in other activities related to distance learning, in accordance with the instructions of the head of the subject and the administration of the faculty

Students' responsibilities

Students are required to:

- Be accessible through electronic communication channels
- Follow the notices and follow the given instructions
- Monitor and actively participate in distance learning in accordance with the instructions of the teacher
- Inform teachers about possible difficulties in accessing distance learning and provide suggestions for improvements
- Participate in other activities related to distance learning, in accordance with the instructions of the teacher, course leader and faculty administration

Exams

Until further notice, no exams are held in the premises of the faculty in a form that requires the physical presence of the student and the teacher.

Online exams can be held.

Access to e-Learning Teaching Materials

The Merlin system has e-learning material for all courses and students are enrolled according to the ISVU list (there is a discrepancy in listed (sfzg domain) and real email addresses, so students should list their real email addresses in their profiles). After logging in to <https://moodle.srce.hr/2019-2020/> (AAI required) courses can be viewed in the "My E-courses" list.

Teachers who will place distance learning teaching materials on the course website at <http://www.sfzg.unizg.hr/> should use the AAI to log on to the site (the LOGIN link in the upper right corner) and select their subject located at the list of subjects within the respective institutes or departments (not recommended, please use Merlin instead).

Due to the rapid growth and large number of users, loading pages may be slower, so please be patient

In case of technical difficulties, please refer to the Contact Information section of this manual and contact the responsible person.

Year	Course	Course lead		email	url:	access through:
1.	Physics	Sanja	Dolanski Babić	sanja.dolanski.babic@mef.hr	https://moodle.srce.hr/2019-2020/	AAI
1.	Biochemistry	Daria	Pašalić	daria.pasalic@mef.hr		-
1.	Cell biology with genetics	Floriana	Bulić-Jakuš	floriana@mef.hr	https://moodle.srce.hr/2019-2020/	AAI
1.	Physical education	Irena	Bagarić	bagaric@sfzg.hr	Suspended until further notice	-
2.	English / Croatian II	Lada	Siladin	lada.siladin@gmail.com	https://moodle.srce.hr/2019-2020/	AAI
2.	Physiology	Mirza	Žižak	zizak@mef.hr	contact professor directly	-
2.	Cariology	Katica	Prskalo	prskalo@sfzg.hr	https://moodle.srce.hr/2019-2020/	AAI
2.	Tooth morphology with dental anthropology	Hrvoje	Brkić	brkic@sfzg.hr	https://moodle.srce.hr/2019-2020/	AAI
2.	Occlusion	Iva	Alajbeg	ialajbeg@sfzg.hr	https://moodle.srce.hr/2019-2020/	AAI
2.	General radiology	Dijana	Zadravec	zadravec@sfzg.hr	course page at http://www.sfzg.unizg.hr/	-
2.	Pathology	Majda	Vučić	majda.vucic@kbcsm.hr	course page at http://www.sfzg.unizg.hr/	-
2.	Social medicine and epidemiology	Hrvoje	Brkić	brkic@sfzg.hr	https://moodle.srce.hr/2019-2020/	AAI
2.	Tjelesna i zdravstvena kultura	Irena	Bagarić	bagaric@sfzg.hr	Suspended until further notice	-
3.	Pharmacology	Ivana	Šutej	isutej@gmail.com	https://moodle.srce.hr/2019-2020/	AAI
3.	Internal medicine	Hrvoje	Pintarić	pintaric.hrvoje@gmail.com	course page at http://www.sfzg.unizg.hr/	-
3.	Pathophysiology	Davorin	Herceg	Davorinh1@gmail.com	https://moodle.srce.hr/2019-2020/	AAI
3.	Preclinical and laboratory fixed prosthodontics	Marko	Jakovac	jakovac@sfzg.hr	https://moodle.srce.hr/2019-2020/	AAI
3.	Preclinical and laboratory removable prosthodontics	Davor	Illeš	dilles@sfzg.hr	mrežna stranica predmeta na http://www.sfzg.unizg.hr/	-
3.	Preclinical restorative dental medicine	Danijela	Marović	marovic@sfzg.hr	https://moodle.srce.hr/2019-2020/	AAI

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