



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Board of Education
Chair

DECISION

SLU ID: SLU ua 2021.1.1.1-479

5 February 2021

Distribution list

Extended instructions for teaching and examination at first- and second-cycle level in light of the Covid-19 pandemic

Decision

The chair of the Board of Education has decided

that the instructions in annexe 1 to this decision are extended to apply for the period 24 March 2021 to 6 June 2021;

to not turn away from campus any students who do not have the option of studying at home;

Summary of the case

To manage the Covid-19 pandemic, the government and the Public Health Agency of Sweden (www.folkhalsomyndigheten.se) issue binding guidelines to reduce the risk of infection. The vice-chancellor's policy decision of 8 June 2020 asks the chair of the Board of Education to draft new instructions for teaching and examination taking into account the pandemic.

Justification

On 24 November 2020, the government issued restrictions that further limit the number of people who can attend public gatherings and other events. In light of this, the chair of the Board of Education on 26 November and 11 December 2020 (SLU ID: SLU.ua.2020.1.1.1-4041) decided to adopt stricter instructions for first-cycle and second-cycle education at SLU.

Content and likely consequences

The present decision extends the previously issued guidelines to also apply to course period 4. This means that everyone needs to plan for teaching and examination online for all of the 2021 spring semester.

The enclosed instructions contain no new content apart from the following clarification:

If students, on their own initiative, go abroad for studies or placements that are not part of their programme or approved by SLU, the Student UT insurance provided by the Legal, Financial and Administrative Services Agency will not apply. During the current pandemic, departments may be denied the option of taking out individual insurance for a student if their travelling abroad to study or do a placement is not advisable.

For booking pool teaching rooms, the following instructions apply: [Room booking instructions](#).

If you have booked rooms but need to transition to online teaching or examination, you can cancel your booking free of charge, provided you cancel no later than the day before the date you had booked.

Those who have planned examinations on campus should contact the Division of Learning, Media and Digitalisation who offer extended support for the transition to online teaching and exams. See <https://internt.slu.se/en/support-services/education/educational-and-digital-support/> or contact epu@slu.se.

The Legal Affairs Unit has drafted legal recommendations for online teaching, see annexe 2. These recommendations cover important points regarding e.g. the management of personal data and data protection in connection with online teaching and examination.

These instructions apply provided that the guidelines issued by the government and the Public Health Agency do not change and provided that the decision by the SLU Board of 26 March 2020 on *particular authority granted to the vice-chancellor et al because of the corona pandemic* and the vice-chancellor's *university-wide policy decision on teaching and examination* (SLU ID: SLU.ua.2020.1.1.1-2319) of 8 June 2020 in light of the pandemic remain in force.

This case has been decided by the chair of the Board of Education, Deputy Vice-Chancellor Karin Holmgren, after a presentation by Education Officer Johan Torén. The content of this decision has been prepared by the SLU management team for Covid-19. Head of Division Maria Orvehed contributed to the preparation of the case. Vice-Chancellor Maria Knutson Wede and Sluss Chair Marie Petersson have been informed about the contents of this decision.

Karin Holmgren

Johan Torén

Annexes

1. Extended instructions for teaching and examination at first- and second-cycle level in light of the Covid-19 pandemic
2. Legal recommendations for online teaching

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Annexe to the decision by the chair of the Board of Education, effective as of 24 March 2021, SLU ID: SLU.ua.2020.1.1.1-4041

Extended instructions for teaching and examination at first- and second-cycle level in light of the Covid-19 pandemic

A. The following exemptions from programme and course syllabuses are allowed:

- The examiner may decide on formats for assessing student performance. If the examination is significant for the qualitative targets for a professional qualification, the programme director of studies concerned must be party to the decision.
- The examiner may decide on the teaching format, ensuring that the intended learning outcomes are attainable regardless of the format chosen, but also taking into consideration item B.
- The examiner also decides on any adaptations of compulsory components.
- If an examiner is informed that more than one (1) student on a course, or in the same group of students, has tested positive for Covid-19, the examiner should consider a transition to distance teaching, wholly or partly, for at least two weeks. This also applies if another teacher on the course tests positive. The examiner must consult with the head of department before deciding on online instruction. The current guidelines from the Public Health Agency and the region concerned must be applied to anyone who has tested positive for Covid-19.

B. For teaching, the following applies:

- To the extent possible, teaching should take place online. Examiners and course coordinators (equivalent) should consult management at their department (head of department, departmental director of studies/equivalent) and programme director of studies about the possibility of further increasing the amount of online instruction.
- Instruction that cannot be delivered online if the learning outcomes are to be ensured, such as lab work, can take place on campus in small groups (approximately 10 people including the teacher), provided that the other guidelines from the Public Health Agency are applied and measures are taken to reduce the risk of infection.
- To maximise the use of pool teaching rooms, bookings can only be made for 2-hour slots.

- Fieldwork and study trips that cannot take place online if the learning outcomes are to be ensured can take place in small groups (approximately 10 people including the teacher), provided that other guidelines from the Public Health Agency are applied and measures are taken to reduce the risk of infection. The requirement to perform a risk assessment and take measures to reduce the spread of the virus also applies to trips to and from the field location/destination.
- Students doing degree projects that involve experiments at a department or in the field can do so provided that the Public Health Agency's guidelines are applied and measures are taken to reduce the spread of the virus.

C. For the written examinations and the assessment of practical components, the following applies:

- Examinations should, as far as possible, be run online. Examiners and course coordinators (equivalent) should consult management at their department (head of department, departmental director of studies/equivalent) and programme director of studies about the possibility of performing more summative assessments online.
- Take-home examinations must be organised per the rules for take-home exams in the Education Planning and Administration Handbook, Section 8.4, Other types of examination (tests). Take-home exams can be handled using the Canvas learning platform and the Inspera platform, available at SLU as of 1 December 2020.
- Under the current circumstances, an exam may, if it is deemed necessary, take place online using Zoom for camera monitoring. SLU does not provide centralised support for this. In those cases, please check the legal recommendations for online teaching (annexe 2) for the processing of personal data.
- Oral examinations can take place online and must then be organised per the rules for oral exams in the Education Planning and Administration Handbook, Section 8.4, Other types of examination (tests). Oral exams may be recorded to make it easier to document them. In such cases, students must be informed in advance, and a justification for the recording must be documented in writing. Recordings should be saved for 2 years. See also the legal recommendations for online teaching (annexe 2).
- If an exam must take place in an examination hall (moderated exam), the number of participants, including invigilators, must be limited to ensure a minimum distance of 2 metres between those present. This also applies when entering and exiting the examination hall. The Public Health Agency's guidelines must be applied and measures are taken to reduce the risk of infection.

- The 2-metre requirement also applies to practical exams, including when entering and exiting the room. The Public Health Agency's guidelines must be applied and measures are taken to reduce the risk of infection.
- See item E for special arrangements for some students.

D. In addition, the following rules apply to placements and clinical training:

- Placements and clinical-practical training can take place provided that the Public Health Agency's guidelines are applied and measures are taken to reduce the spread of the virus.
- Placements should continue to the extent possible. If there is a shortage at other clinics, placements at UDS are allowed, to the extent the UDS can manage.

E. Special arrangements

- Students who belong to a Covid-related at-risk group (as defined by the Public Health Agency of Sweden), or who cohabit with someone who belongs to an at-risk group, should, to the extent possible, be offered alternative teaching arrangements for compulsory components, and to take exams in a room adapted for this purpose. The examiner can request that the student provides a certificate certifying that they belong to an at-risk group.
- Whether international students (who do not have a Swedish personal identity number) can apply for a residence permit or not depends on the teaching format. If studies will primarily take place on campus, they can apply for a residence permit for studies even if some of the teaching will take place online.
- International students who due to travel restrictions or other unforeseen Covid-related difficulties cannot start their studies on-site must, if possible, be offered the option of taking part e.g. through audio and video recordings.

F. Information and consultation

- Administrative officers who prepare cases and decisions that concern the study environment must consult with student representatives from the students' union(s) concerned. The guidelines in the Education Planning and Administration Handbook, Section 3.14 *Student influence*, also apply to issues handled by the university administration. When planning new course instances, SLU should utilise the students' experiences from the initial Covid-related adaptations.
- Departments responsible for courses must, where applicable, document and promptly inform the students concerned of decisions on temporary adjustments to teaching and/or examination.

G. Studies and placements abroad

For the outgoing student insurance (Student UT) to apply, SLU must approve the travel **before** the student leaves the country. During the current pandemic, departments may be denied the option of taking out individual insurance for a student if their travelling abroad to study or do a placement is ill-timed.

Legal recommendations for online teaching

The pandemic and subsequent transition to online teaching have given rise to many questions related to the processing of personal data. The Legal Affairs Unit is aware of these questions, and of the conflicting information that can be found on the web. This is why we have compiled these recommendations for different situations that may arise in connection with online teaching.

Starting points

A good starting point is that online teaching should be delivered using tools provided by the university, such as Zoom. Do not use free, online services.

Also, remember that not all services offer the same security. It is important to use the right kind of service for the type of information you will be processing. For example, Zoom must not be used for processing sensitive personal data¹ or for confidential data as defined by the Public Access to Information and Secrecy Act.

Many of the questions concern recording video talks in various situations. The rule of thumb here is that if you did not record something prior to the pandemic, you should not be recording it now. The main reason for this is that all video files, chat logs, etc. that are saved become official documents². Official documents are covered by the principle of public access to official documents, which means anyone, in Sweden or abroad, can request a copy of them. Recorded video from online classes must be saved for at least 2 years. For this reason, we must not record students during teaching unless it is absolutely necessary, in particular if it means the student would be recorded in their own home.

Students may find it unpleasant that a video of them that would not have existed a few weeks ago can now be disclosed to anyone requesting it. Saving video and chat logs can also mean that students who are a bit shyer hesitate in taking an active part in teaching for fear that their 'stupid questions' will be preserved forever in a recording. For these reasons, recording should only take place when necessary.

¹You can find a definition of personal data and sensitive personal data at <https://internt.slu.se/en/support-services/administrative-support/legal-affairs-data-protection-info-management/data-protection/terms-and-concepts/>.

² For more information about the principle of public access to official documents, see <https://internt.slu.se/en/support-services/administrative-support/legal-affairs-data-protection-info-management/legal-affairs/>.

Before processing the students' personal data through recording or streaming, you must assess whether there are other solutions that do not require the processing of personal data. If that is the case, the processing is not necessary, and you should opt for the solution that does not require that you process personal data.

Informing the students

Regardless of how we process personal data when teaching online, the students must be informed of what will happen to their personal data. The Legal Affairs Unit has, together with the Division of Learning, Media and Digitalisation, drafted such information for students. It is available on the [student web](#).

Before you record a class delivered online, you must inform the students of the processing that will take place. You need to provide the following information:

- Why you are recording the session
- If it will be possible to see or hear students in the recording
- How long you will be saving the recording
 - If the recording is of a task that will be assessed, the recording must be saved for 2 years³.
 - Recordings of lectures should be saved for 2 years after the course instance.

Personal data must only be shared with those who need them

Personal data must not be distributed to more people or organisations than necessary. There is a risk of this happening for instance during ID checks, or in video group talks. Asking for IDs in a way that means students show them so they are visible to everyone else is not allowed. This means you cannot ask a group of students to show their ID cards or other information that the rest of the group does not need to have access to. If you need a group of students to prove their identity, you have to find another way of doing this.

If you need to do an ID check during a class, do that before you start the recording.

Disposal

When it is time to dispose of the recording (e.g. 2 years after an exam), you must normally delete it as keeping it longer than the prescribed period is not allowed.

Integrity at lectures (non-assessed components)

At lectures, it is important to provide options for asking questions so students can ask without it being obvious from the recording who asked a particular question.

³ If a student requests a reassessment of a grade, the recording should be saved for 2 years after the reassessment has been concluded.

One way of doing this is telling students that they can use the Zoom chat to ask you (rather than the whole group) a question, and you then repeat the question to the group without saying who posed it to begin with.

Students must also be allowed to take part with their camera and microphone off.

Teachers' integrity

A student does not have the right to record a class without your consent. Recording without consent is illegal.

Online teaching

Lecture

Streaming allowed. Recording yourself teaching is allowed. Do not record students.

Seminar with only non-assessed components

Streaming allowed. Do not record.

Online supervision

Streaming allowed. Do not record.

Online ID check, regardless of context

Streaming between student and teacher allowed. ID checks where other students can see the person identifying themselves are not allowed. Do not record ID checks.

Practical components

Streaming allowed. Do not record.

Practical components with participants who are not teachers or students

Streaming allowed. Do not record.

Oral examinations

Oral exams may be recorded to facilitate documentation. In such cases, students must be informed in advance, and a justification for the recording must be documented in writing. Recordings must be saved for 2 years.

Examination whereby a student submits a recording of a practical component

Allowed. Recordings must be saved for 2 years.

Take-home examination (i.e. same format as before the transition to online teaching)

Do not record. Live streaming should not be necessary.

Online examination

Online exams should, in principle, not be recorded. Live streaming is allowed, e.g. for invigilators. Recording written exams can only be done if it is required to ensure fairness and a justification must be documented. Students must be informed in advance. Recordings must be saved for 2 years.