



Distribution list

Instructions for teaching and examination in light of the Covid-19 pandemic, 2021 autumn semester

Decision

The chair of the Board of Education has decided:

that the instructions adopted on 8 April 2021 (SLU ID: SLU ua 2021.1.1.1-479) are to be applied to courses offered during the 2021 summer semester, but that the decision will thereafter be revoked,

that the instructions in annex 1 to this decision

- may be applied to resits in August 2021;
- must be applied to teaching and examination during the 2021 autumn semester, that is as of 30 August 2021 until 16 January 2022;

that students who do not have the option of studying at home must not be turned away from campus.

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 asked the chair of the Board of Education (UN) to draft new instructions for teaching and examination taking into account the pandemic.

On 28 May, the Public Health Agency of Sweden announced that the guideline on distance teaching for higher education is removed as of 1 June 2021.

<https://www.regeringen.se/pressmeddelanden/2021/05/rekommendation-om-distansundervisning-for-larosaten-och-andra-anordnare-av-utbildning-for-vuxna-upphor>

The present decision sets out, to the extent possible, the framework for planning a gradual return to on-campus teaching, ensuring high quality and in a manner that prevents the spread of infection.

Content and likely consequences

The implication of this decision is:

- The previously adopted instructions for the 2021 summer semester remain.
- For resits and other types of renewed assessment that take place before the autumn semester starts, the lighter restrictions set out in this decision may be applied where possible.
- For the 2021 autumn semester, teaching and examination may take place on campus. However, to prevent the spread of infection, not everyone will be allowed to return at the same time. The guidelines from the Public Health Agency apply and measures must be taken to reduce the spread of infection.
- Pool teaching rooms cannot be used to their full extent. A utilisation rate under 50 per cent will be allowed for period 1, with the aim to increase this for period 2. The instructions contain an order of priority for classrooms as long as restrictions are still in place. It is important that first-year students are offered instruction on campus, but no student group should have off-campus instruction only. The aim is for students on all degree programmes to have teaching on campus approximately one day a week.
- Regional differences may be necessary. In such cases, the UN chair will take supplementary decisions for the SLU campus(es) concerned.

More information on booking pool teaching rooms is available here: [Book a room or video conference | Staff web \(slu.se\)](#)

- The coordinators will have the chance to make supplementary room bookings. Contact Room Booking (for contact details, see the link above) as soon as possible stating your requests for additional classrooms for period 1.
- We expect to open up for more teaching on campus for period 2. 15 September 2021 is the deadline for sending booking requests for period 2 to the room booking team. This deadline has been extended compared to what was announced previously.

Many students have studied elsewhere than their study venue now that most teaching has been online. It is important to inform students about the changes that may apply to their course(s). If an exam is taking place on campus, students must be informed of this in good time to enable them to travel to campus safely, avoiding the risk of infection.

Heads of department should encourage course coordinators and examiners to offer extra resit opportunities for students who, because of the pandemic, have missed an exam. The Education Planning and Administration Handbook describes the minimum number of resits to be offered but offering more than that is allowed. Given the current

situation, it may even be necessary to offer more resit opportunities for some time to come.

There will still be a need for online teaching and examination.

- Contact the Division of Learning, Media and Digitalisation who offer teachers support in the transition to online teaching and exams. See <https://internet.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 annex 2. These recommendations cover important points regarding e.g. the management of personal data and data protection in connection with online teaching and examination.

The Swedish Migration Agency no longer requires presence on campus to grant international students (those who do not have a Swedish personal identity number) a residence permit. This means that teaching can take place online during the validity of the permit. This also applies to courses and programmes that are normally taught on campus but that, due to the pandemic, have been offered partly or wholly as distance courses.

These instructions apply as long as 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.

By the 2022 spring semester, the instructions for teaching and examination in light of the Covid-19 pandemic will hopefully be revoked entirely. Examiners will then no longer have the mandate to decide on exemptions from course and programme syllabuses. Capacity utilisation levels that applied before the pandemic will be reinstated.

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 was prepared by the SLU management team for Covid-19. Head of Division Maria Orvehed and Head of Unit Mia Lindgren contributed to the preparation of the case. Vice-Chancellor Maria Knutson Wedel and Sluss Chair Marie Petersson have been informed about the contents of this decision.

Karin Holmgren

Johan Torén

Annexes

1. Instructions for teaching and examination in light of the Covid-19 pandemic, 2021 autumn semester
2. Legal recommendations for online teaching

Distribution list

Board of Education

Chief operating officer

Deans

Heads of department

Examiners

Programme boards

Programme directors of studies

Department directors of studies (equivalent)

Sluss

Copy for information

University administration heads of division (equivalent)

Coordinating group on education administration

Staff organisations (Saco, ST, Seko)

Annex to the decision by the chair of the Board of Education, effective as of 30 August 2021 until 16 January 2022, SLU ID: SLU.ua.2021.1.1.1-479

Instructions for teaching and examination in light of the Covid-19 pandemic, 2021 autumn semester

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

- The examiner may decide on formats for assessing student performance. If the assessment is of significance 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:

- Teaching can take place on campus provided that the Public Health Agency's guidelines are applied and measures are taken to reduce the spread of the virus. A utilisation rate of around 50 per cent for pool teaching rooms will be allowed for period 1.
- The need for online teaching will remain. From the view of infection control, lectures for large groups of students should primarily be offered online.
- To maximise the use of pool teaching rooms, bookings can only be made for 2-hour slots.
- As a general rule, the following order of priority applies when more campus-based activities can be allowed, but there are still restrictions in place that limit the use of our premises:
 1. Exams that cannot be redesigned as online/take-home exams and consequently cannot be offered as off-campus exams are given first

priority. Examinations a student must pass to remain on a course/programme will also be prioritised.

2. Courses that are part of a programme will be given second priority. The aim is for students on all degree programmes (except those offered as distance-learning programmes) to have instruction on campus approximately one day a week. If there is a shortage of classrooms, earlier years will be prioritised over later ones.
 3. The lowest priority will be given to freestanding courses.
- The general principle is that seminars, exercises and other course components with a high degree of interactivity will be prioritised over lectures.
 - Fieldwork and study trips may be carried out. The requirement to take measures to reduce the spread of the virus also applies to trips to and from the field location/destination.

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

- Examinations can take place on campus provided that the Public Health Agency's guidelines are applied and measures are taken to reduce the spread of the virus.
- If an exam is offered on campus, students must be informed via email or the course page, in good time, to enable them to travel to campus safely, avoiding the risk of infection.
- There will still be a need to have some examinations take place online.
- Take-home examinations must be organised as per the rules for take-home exams in the Education Planning and Administration Handbook, Section 8.4, Other types of examination (tests).
- Under the current circumstances, an exam may, if deemed necessary, take place online using Zoom for camera monitoring. SLU does not provide centralised support for this. Please check the legal recommendations for online teaching (annex 2) for the processing of personal data.
- Oral examinations can take place online and must then be organised as 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 (annex 2).
- Under the circumstances, it is worthwhile offering more exam dates than the minimum prescribed in the Education Planning and Administration Handbook.

- See item B for order of priority for room bookings.
- 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 an at-risk group, who have mild symptoms and/or international students who, due to travel restrictions or other unforeseen Covid-related difficulties, cannot start their studies on campus must, if possible, be offered the option of taking part in compulsory components online and to take exams in rooms that have been prepared for that purpose. The examiner can request that the student provides a certificate confirming that they belong to an at-risk group.

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.
- 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 deny 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://internat.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://internat.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.