



Distribution list

Revised 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 apply to first-cycle and second-cycle courses and programmes, effective from 24 November to 23 December 2020;

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

to repeal the following decisions, effective as of 24 November 2020:

- *New instructions for teaching and examination at first- and second-cycle level in light of the Covid-19 pandemic of 8 June 2020 (SLU ID: SLU ua 2020.1.1.1-2319)*
- *Additional instructions for teaching and examination at first- and second-cycle level in light of the Covid-19 pandemic of 16 September 2020 (SLU ID: SLU ua 2020.1.1.1-2319)*
- *Temporary exemption from the instructions due to the ongoing pandemic of 5 October 2020 (SLU ID: SLU ua 2020.1.1.1-2319).*

Presentation of the matter

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 based on these new guidelines, as follows from the present decision.

Reasons for the decision

To manage the Covid-19 pandemic, the Public Health Agency of Sweden (www.folkhalsomyndigheten.se) issues binding guidelines to reduce the spread of the coronavirus. As of 24 November 2020, new restrictions apply that further limit the

number of people allowed at public gatherings and other activities (<https://www.regeringen.se/artiklar/2020/11/max-atta-deltagare-ska-vara-normerade-for-hela-samhallet/>). This also affects courses and programmes at SLU. On 20 November 2020, the implications of this decision were communicated to all heads of department and other managers at SLU, as well as to all students at SLU. The present decision clarifies and formalises this communication.

Significance and foreseeable consequences of the decision

All our units involved in education have done a very good job of ensuring that teaching can take place with as little risk of infection as possible. The new, stricter guidelines mean we must all contribute to further limiting the spread of the virus. On our part, this means that existing instructions relating to the Covid-19 pandemic will be tightened. Sections B and C of the instructions have been revised and updated accordingly.

For students, it means that more teaching and examination will take place online. However, students must check what applies to their particular course or programme as some key components and/or exams will take place on campus, with the necessary arrangements to reduce the risk of infection. This also applies to first-year students on degree programmes.

Those who have planned examinations on campus should contact the Division of Learning, Media and Digitalisation for support with the transition to online teaching and exams. Extended online support will be available as of 1 December. 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 handling 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 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 still apply.

The chair of the Board of Education has previously decided on instructions for the 2021 spring semester (SLU.ua.2020.1.1.1-4041). That decision is not affected by the current one, but may be adjusted at a later date should the need arise/remain.

This matter has been decided on 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. Legal Counsel Erik Stavegren and Head of Division Maria Orvehed also 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. Revised instructions for teaching and examination at first- and second-cycle level during the remainder of the 2020 autumn semester 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, 26 November 2020, effective as of 24 November 2020, SLU ID: SLU.ua.2020.1.1.1-2319

Revised instructions for teaching and examination at first- and second-cycle level during the remainder of the 2020 autumn semester, 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 online 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 teaching. 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 (this section has been updated):

- 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.
- Teaching that cannot be delivered digitally 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 all 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 digitally if the learning outcomes are to be ensured can take place in small groups (approximately 10 people including the teacher), provided that all 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 risk of infection 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 risk of infection.

C. For written exams and examination of practical components, the following applies (this section has been updated):

- Examinations should, as far as possible, be done 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 organising more exams 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 delivered using the Canvas learning platform and the Inspera platform, available at SLU as of 1 December 2020.
- At exams delivered via these platforms, students are allowed to use aids, and exams are not moderated. An exam may, if it is deemed necessary, take place using Zoom for monitoring. 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 be organised per the rules for oral exams in the Education Planning and Administration Handbook, Section 8.4, Other types of examination (tests). A recording may be made of an oral exam 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. 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 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 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 risk of infection.
- 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 group¹, 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.

¹ At-risk group as defined by the Public Health Agency of Sweden.

- Departments responsible for courses must, where applicable, document and promptly inform the students concerned of decisions on temporary adjustments to teaching and/or examination.



25 November 2020

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.