Guidance on the implementation of the decision on education during the ongoing coronavirus outbreak

This guidance replaces the previous version dated 30 November 2020.

The guidance has been drawn up by Student Affairs in cooperation with External Relations, the Legal Division, the offices of the University Management and representatives of the Lund University students’ unions.

The prevailing coronavirus pandemic is having a great impact on the activities at Lund University. Education, research, external engagement and administration are taking place under changed conditions.

In the autumn of 2020, the rate of infection has again increased in society and there is therefore reason to tighten up the University’s decision on adaptation of its activities. In light of the further restrictions announced on 18 December 2020, special conditions apply for activities, initially up to and including 24 January 2021.

The vice-chancellor has tasked the dean of each faculty to take more specific decisions on the implementation of teaching and assessment taking account of applicable decisions and recommendations. The present document was produced to provide guidance for the decisions that need to be made.

There is still great uncertainty surrounding the future development of the pandemic. In order to plan for teaching and assessment for the autumn semester 2020, a number of positions were taken based on the premises known at that time. Corresponding positions have been taken for the spring semester 2021.

Starting point for all teaching and assessment

The starting point is that all teaching and assessment are to be conducted digitally without physical presence on the University’s premises and taking into consideration the University’s decisions and the Swedish Public Health Agency’s rules, general guidelines and recommendations. Only teaching and assessment that is impossible, or possible only with great difficulty, to carry out digitally, may be conducted with a physical presence on the University’s premises, following a decision by the dean. Teaching and assessment that are carried out on the University’s premises, or other location under the management of the University, are to be preceded by a risk assessment and measures to reduce the spread of infection following an overall assessment. The possibility for social distancing between participants and the availability of hand hygiene are to be ensured.
Implementation of teaching and assessment

As a starting point, students are urged to study from home in the period up to and including 24 January 2021.

Lectures and other parts of courses or programmes are to be conducted digitally without physical presence on the University’s premises. Exceptions to this may be announced by the dean.

In any teaching and assessment that is to be carried out on the University’s premises, the possibility of sufficient social distancing between people is to be ensured. This means that the planning of timetables and the use of premises are to be carried out to ensure that there is no overcrowding. This may involve reducing the number of places that are available in a particular venue, the creation of distancing between seats, directing entry and exit to premises, organising queues for toilets and refreshments. Information can be provided via clear signs, markings or other instructions. It may also involve arranging for transport in conjunction with components that are carried out in locations other than the University’s premises in a way that minimises the spread of infection.

If it is not possible to carry out measures to reduce the spread of infection due to the design of the premises or other circumstances, teaching and assessment are to be carried out with digital tools.

Prioritisation of teaching and assessment

Based on the aforementioned starting points for the implementation of teaching and assessment, prioritisations need to be made. Firstly, with regard to carrying out education on the University’s premises, priority should be given to education that is impossible, or possible only with great difficulty, to carry out with digital tools. The following situations should be prioritised for implementation with physical presence on the University’s premises or other location under the management of the University, in no particular order.

- Assessments that are impossible, or possible only with great difficulty, to carry out digitally.
- Teaching components with artistic, practical or laboratory elements.
- Work placements, field studies and practical activities that cannot be carried out in an alternative way. Externally located components are also to adhere to any host organisation guidelines to reduce the spread of infection.
- Education for international students whose residence permits are contingent on their education mostly being provided on-site, to the extent that it is possible taking into account the University’s more restrictive decision on adaptations.
- The induction of newly arrived international students may take place on-site if the University’s more restrictive decision on adaptations is taken into account and, in that case, in adapted small groups following a risk assessment.

Study areas and computer rooms during the period up to and including 24 January are accessible only to a limited extent and for students who need to be able to pursue their studies e.g. for access to a computer, internet, camera, reference material or other equipment for remote teaching and assessment.

Libraries during the period up to and including 24 January will have limited opening hours for the University’s students to the extent required to enable lending and returns at the libraries as well as access to reference material.

Decisions on opening hours are to be preceded by a risk assessment and include measures to reduce the spread of infection. The possibility for social distancing between participants and the availability of hand hygiene are to be ensured. The same applies for study areas and computer rooms.
Other spaces for students such as group rooms, lunch rooms, coffee break rooms and open environments are closed during this period.

**Preparedness to handle new conditions quickly**
Lund University’s decisions and internal recommendations are based on decisions by the Swedish Government and other public authorities. This means that in the University’s planning for the spring, there must be a preparedness to act quickly if conditions change.

**Risk groups and household contacts**
Students who belong to a risk group or who live with a person who belongs to a risk group may need special consideration and adaptation in the implementation of teaching and assessment where physical presence is required.

Depending on the situation, students may also be subject to the Region Skåne Centre for Communicable Disease Control’s rules of conduct for household contacts with people who are confirmed as having Covid-19. In such cases, special consideration and adaptation may be needed in the implementation of teaching and assessment requiring physical presence.

**Changes to course and programme syllabi**
In situations where it is necessary to follow the University’s decision on the implementation of teaching and assessment, the approved course and programme syllabi relating to the spring semester 2021 may be changed with regard to the forms of assessment of student performance and for teaching to be conducted digitally. Decisions on changes are to be taken by the person who approved the decision on the relevant course or programme syllabus. The relevant students' union is to be consulted. The decision is to be registered including a statement on the reason for the change.

**International students**
International students are dependent on the regulations in their home country and on the rules for residence permits (in cases where this is a requirement). Lund University receives international students only to the extent possible based on any restrictions with regard to travel and the spread of Covid-19, as well as the regulations and recommendations of these students’ home countries.

Decisions on whether it is possible to offer planned education only using digital tools for students who cannot travel to Sweden are to be taken by the relevant faculty. This applies to fee-paying students, students in Bachelor’s or Master’s degree programmes, doctoral students and incoming exchange students.

**Studies abroad**
All students who plan to study abroad in the spring semester 2021 should be advised to ensure they have alternative plans.

The University will carry out education components abroad only to the extent that these are deemed possible to conduct safely based on any restrictions with regard to travel and the spread of Covid-19 and it being possible with regard to the receiving countries’ and universities’ rules and recommendations.

**Capitalise on experiences**
The period of remote teaching and assessment has provided us with many experiences and good opportunities for increased digitisation. We should capitalise on these experiences in the future development of the education where digitisation leads to an improvement in quality.