MEMORANDUM
Reg. no STYR 2020/251
29 March 2021

Student Affairs

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

This guidance replaces the previous version dated 15 February 2021.

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.

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.

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 applicable legislation, 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

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 (at least 2 metres), directing entry and exit to premises, and organising queues for toilets. 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.

The website of the Public Health Agency of Sweden contains examples of measures to avoid the spread of Covid-19 during teaching and assessment that need to be conducted on site: https://www.folkhalsomyndigheten.se/smittskydd-beredskap/utbrott/aktuella-utbrott/covid-19/verksamheter/larosaten-och-annan-hogre-utbildning/ (in Swedish).

If it is not possible to organise certain programme components during the semester, there is the option to apply to move the component in question to a point after the end of the semester (in accordance with decision Extension of spring semester 2021 U2021/66).

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. The dean is to announce the decision also in these cases. 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 decision on adaptations.
- The induction of newly arrived international students may take place on-site if the University’s decision on adaptations is taken into account and, in that case, in adapted small groups following a risk assessment.

Premises

Students are urged to continue primarily to study from home. Study places and computer rooms are to be available to an extent that enables information searching, use of reference material, access to learning support, access to computers, the internet, cameras or other equipment for digital teaching and assessment, while avoiding the spread of Covid-19. To support activities, guidance is available for the management of study places (and premises adjacent to study places) during the current outbreak of Covid-19 (Guidance for the management of study places during the current outbreak of Covid-19 Reg. no STYR
Libraries should be kept open for the University’s students and staff to the extent required to ensure access to study places, library book borrowing and returns and access to reference literature. 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 places and computer rooms.

Other premises for students such as group rooms, lunch rooms and common rooms are to be kept accessible to the extent possible while avoiding the spread of infection.

It is important that each faculty publishes information on its own Covid-19 information pages with details of opening hours and which premises are accessible.

**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 during 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.

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 during 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 digital 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.