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

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.

On 29 May, the Government announced that universities and other higher education institutions could plan to return to more regular educational activities as of 15 June 2020, however, the Swedish Public Health Agency’s rules, general guidelines and recommendations for a reduced spread of infection of Covid-19 are still to be observed. Lund University has therefore decided that teaching and assessment of student performance (examinations) may be carried out on university premises as of 15 June 2020 under these conditions.

The decision does not mean that the organisation can operate in the same way as prior to the coronavirus pandemic, however, previous decisions that teaching and assessment were to be carried out remotely until further notice no longer apply. Certain adjustments have also been made with regard to incoming and outgoing students. Other decisions and recommendations concerning the adaptation of activities with regard to the coronavirus still apply. This means that education will be carried out both on the University’s premises and via digital tools.

There is still great uncertainty surrounding the future development of the pandemic. In order to be able to plan for teaching and assessment in the autumn semester, a number of positions need to be taken in view of the current situation and the assumptions based on the conditions currently known. In conjunction with a new decision, the vice-chancellor has therefore tasked the dean for each faculty to take more specific decisions on how a return to more ordinary activities is to be carried out with consideration given to decisions and recommendations. The present document has been produced with the help of representatives of the faculties and the Lund University students’ unions (LUS) to provide guidance for the decisions that need to be taken.

Starting point for all teaching and assessment
The starting point is that all teaching and assessment is to be carried out taking into consideration the University’s decisions and the Swedish Public Health Agency’s rules, general guidelines and recommendations. Teaching and assessment that is carried out on the University’s premises, or other location under the management of the University, is 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 possibility of hand hygiene is to be ensured. No gatherings are to be bigger than a maximum of 50 people.

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

**Prioritisation of teaching and assessment**
Even with 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 cannot or is most difficult 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 to adhere to any host organisation guidelines to reduce the spread of infection.
- Education for international students who are dependent on their education for their residency permits is largely to be conducted on campus.
- Education and introductory components for students starting their studies at the University in the autumn semester 2020.
- Education and assessment that should be conducted with physical presence for students who are finalising their studies.

Libraries, study areas and group rooms should remain accessible for students as far as possible with consideration given to measures to reduce the spread of infection.

**Implementation of teaching and assessment**
In planning the teaching and assessment that is to be carried out on the University’s premises, or other location under the management of the University, several aspects need to be considered in an overall assessment to ensure the risk of the spread of infection is reduced.

The possibility of sufficient social distancing between people is to be ensured. A distance of at least one metre is to be maintained between people in the same space. This means that the planning of timetables and the use of premises is 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 is to be carried out with digital tools.
Lectures or other components of education with more than 50 participants are still to be conducted with digital tools.

**Capitalise on experiences**
The period of distance education 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.

**Risk groups**
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.

**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 autumn semester 2020 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. Consultation is to take place with the relevant students’ union. The decision is to be documented 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 residency permits (in cases where this is a requirement). Lund University receives international students to the extent possible based on any travel restrictions.

Decisions on whether it is possible to offer planned education entirely via distance education 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 autumn semester 2020 should be advised to ensure they have alternative plans.

The University will carry out education components abroad to the extent that it is assessed as safe based on current travel restrictions and it being possible with regard to the receiving countries’ and universities’ rules and recommendations.