

2020-04-14

These regulations and guidelines replace those in the document dated 2020-03-16.

## **Regulations and guidelines regarding teaching at Bachelor and Masters levels during the spring and summer terms of 2020, arising because of the new corona virus (which causes the illness Covid-19)**

### **Background**

Because of the ongoing spread of the new corona virus (SARS-CoV-2), neither teaching nor examination at Stockholm University is conducted on campus at the present time. The aims of this document and the associated decision by the Dean of Science are to simplify the decision process in the present situation, to clarify what can be decided on by Departments, and to give recommendations.

### **Overall goal**

Our overall goal is to do everything that we can to continue with teaching and examination for the duration of the pandemic. This requires changes to modes of teaching and examination as well as how obligatory parts of courses are handled.

Ensuring that our teaching and examinations continue to be of high quality will rely on us working together to find creative and flexible solutions for teachers and student.

The guidelines and recommendations in this document are valid while teaching and examination cannot be conducted on campus and only for courses scheduled for the spring and summer terms of 2020.

In most cases, course plans do not need be revised and new course plans do not need to be created for reasons relating to the new corona virus. Instead, we will accept that course plans cannot be adhered to in their entirety at this time. However, if changes to an existing course plan or if an entirely new course plan needs to be created at short notice, the routines stated below should be followed.

Finally, the routines outlined here should only be applied if absolutely necessary. If a change to a course plan or a new course plan is not needed immediately, normal routines should be followed.

## **Områdesnämnden för naturvetenskap**

## Regulations

### Decisions which can be made by Departments

Departments can decide on deviations from course plans with regards modes of teaching and examination and on exemptions from obligatory parts of courses. Decisions about deviating from a course plan should be made by the Head of Department or a person to whom the Head of Department has delegated this task (e.g. Vice Head of Department or a Director of Studies, not individual teachers) after consultation with a student representative. Students who are affected by such changes should be informed in writing (see attachment 1). If an obligatory part of a course is removed it should be replaced by an alternative assignment. An exception to this rule is obligatory parts of a course which are only a very small part of a course.

Departments can decide to allow teaching or examination outside of term. Such decisions should be made by the Head of Department or a person to whom the Head of Department has delegated this task after consultation with a student representative. Teaching and examination should not be delayed longer than necessary. Students who are affected by such changes should be informed in writing (see attachment 1).

### Decisions which can be made by Departments after consultation with the Chairperson of the Education Board

Major changes, or changes to expected learning outcomes, can only be made in consultation with the Chairperson of the Education Board who should decide if the change can be handled as a deviation from the course plan or if a new or revised course plan is required.

### Decisions which can be made by the Chairperson of the Education Board

The Chairperson of the Education Board can decide on changes to a course plan, e.g. subdivision of examination codes, or changes to expected learning outcomes. Such changes should normally be done by creating a new course plan, which is by definition temporary and will be made inactive after the situation caused by the pandemic has improved and educational activities can return to normal. If a Departments wants the change to remain even after the current situation, the course plan should be revised instead.

Note that if a Department request to remove an expected learning outcome (or part of one), an analysis of any potential problems for future courses and/or for examination goals being achieved is required.

Requests to modify an existing course plan or to create a new one should be submitted with a motivation to the Faculty Administration ([gb@science.su.se](mailto:gb@science.su.se)) with a copy to the Chair of the Education Board ([edsjo@fysik.su.se](mailto:edsjo@fysik.su.se)). The request should be submitted by the Head of Department or a person to whom the Head of Department has delegated this task (i.e. not individual instructors) using a specific template and after consultation with a student representative (see attachment 1).

### **Decisions which can be made by Chairperson of the Education Board after consultation with the Working Committee of the Education Board**

In the present situation we may need to rapidly increase the number of courses we offer or change which courses we offer. If this occurs, we need a rapid decision-making process. In general, this situation should be handled by increasing the number of places on a course or by offering a course an additional time. However, in the event of a new course plan being required at short notice to meet increased demand from students, the Chairperson of the Education Board can after consultation with the Working Committee of the Education Board approve the new course plan.

Such requests should be submitted with a motivation to the Faculty Administration ([gb@science.su.se](mailto:gb@science.su.se)) with a copy to the Chair of the Education Board ([edsjo@fysik.su.se](mailto:edsjo@fysik.su.se)). The request should be submitted by the Head of Department or a person to whom the Head of Department has delegated this task (i.e. not individual instructors) using our standard new course template and after consultation with a student representative (see attachment 1).

### **Exceptions**

We will not deviate from the University's regulations regarding grading scales.

### **Guidelines**

We recommend that Departments:

- Use tools for online teaching provided by the University, e.g. Zoom, Athena and coming new services
- Modify lab exercises to demonstrations which can be filmed or streamed via e.g. Zoom. If this makes it impossible for learning goals to be achieved (e.g. if a learning goal is for students to have acquired practical skills), an alternative is to offer these parts of courses later on. Decisions to allow for teaching and examination outside of normal term can be made by Departments. In such cases, rescheduled parts of courses should be offered as soon as possible with some flexibility in the event of further delays (e.g. until the end of the summer) being required. The Student Department has established routines that are to be followed if teaching or examination is delayed.
- Hold student presentations, oral student reviews and seminars via e.g. Zoom. Another alternative is to replace oral student reviews with written reviews.
- Decide on a reserve teacher in case the usual teacher of a course becomes ill.

- Decide on a reserve examiner in case the usual examiner of a course becomes ill (this decision needs to be taken by the Head of Department).
- Allow for exams to be done by distance, e.g. by replacing campus-based exams with home-based exams and hand-in exercises. One option, which is not a requirement, is to supplement a home exam with an oral exam via e.g. Zoom. It is important to make sure that distance exams are performed such that cheating is avoided and one can make sure that the correct student is examined.
- Find solutions for students who do not have the necessary technical equipment to participate in distance teaching and/or examination.
- Ensure that all students including those with special needs are able to participate in teaching and examinations.
- Offer flexibility regarding extra laboratory practicals (once regulations in the future make this possible again).
- Offer flexibility regarding extra examinations. Note that the number of examinations stated in a course plan should be viewed as a minimum.
- Assess if the order of courses in an education plan can be changed such that laboratory and field studies can be conducted later on.

In general, we advise against replacing lectures with self-study.

## Attachment 1.

When decisions are made by the Head of Department, or a person appointed by the Head of Department, student representatives shall be given the opportunity to voice their opinion (Regulations for Student Influence, 7.3). In the first instance, the student representatives at the Department should be contacted when decisions are made by an individual, and in the second instance the Stockholm University Student Union (SUS) can be contacted. To make this more efficient, the student representatives and SUS can be contacted at the same time. Presently, there are active student councils and student representatives at all sections of the Faculty of Science.

### **Biology Section**

Student Council of Biology (BÄR): [biologiskaamnesradet.su@gmail.com](mailto:biologiskaamnesradet.su@gmail.com)

### **Chemistry Section**

Student Council of Chemistry (SCC): [scc.natfak@protonmail.ch](mailto:scc.natfak@protonmail.ch)

### **Mathematics-Physics Section**

Student Council of Fysikum (FÄR): [far@fysik.su.se](mailto:far@fysik.su.se)

FÄR is active at Fysikum and the Department of Astronomy

Student Council of Mathematics (MSR): [msr@math.su.se](mailto:msr@math.su.se)

MSR is active at the Department of Mathematics

MND's Student Council: [mnd.studentrad@gmail.com](mailto:mnd.studentrad@gmail.com)

MND is active at Department of Mathematics and Science Education

Please note that the Department of Metrology presently lacks an active student council. However, they have active student representatives, whose contact information is known by departmental staff.

### **Section for Earth and Environmental Sciences**

Student Council for Earth and Environmental Sciences (GÄR): [gar.amnesrad@gmail.com](mailto:gar.amnesrad@gmail.com)

Please note that communication with GÄR should be in English, as several council members do not speak Swedish.

### **Stockholm University Student Union (SUS)**

Student Governance Officer for the Faculty of Science: [studiebevakare.natfak@sus.su.se](mailto:studiebevakare.natfak@sus.su.se)