



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Board of Education
Chair

DECISION

SLU ID: SLU ua 2021.1.1.1-4605

21 December 2021

Distribution list

Instructions for teaching and examination for period 3 of the 2022 spring semester in light of the Covid-19 pandemic

Decision

The chair of the Board of Education has decided:

that the instructions enclosed with this decision are to be applied to teaching and examination during period 3 of the 2022 spring semester, i.e. as of 17 January 2022 until 23 March 2022; and

that students who do not have the option of studying at home must not be turned away from campus.

Summary

To manage the Covid-19 pandemic, the government and the Public Health Agency of Sweden (www.folkhalsomyndigheten.se) issue binding guidelines aimed at reducing the risk of infection.

On 26 March 2020, the chair of the SLU Board decided to grant particular authority to the vice-chancellor et al because of the coronavirus pandemic (SLU ID: ua.2020.1.1.1-1283). This decision remains in force.

On 8 June 2020, the vice-chancellor adopted a university-wide policy decision on teaching and examination (SLU ID: ua.1.1.1-2319). This decision remains in force. In this decision, the vice-chancellor instructs the chair of the Board of Education to draft instructions for teaching and examination during the pandemic.

On 8 December 2021, the government and the Public Health Agency of Sweden issued new, general guidelines aimed at reducing the spread of infection: <https://www.folkhalsomyndigheten.se/smittydd-beredskap/utbrott/aktuella-utbrott/covid-19/skydda-dig-och-andra/atgarder-mot-covid-19/>

Since then, the chair of the Board of Education has taken a number of decisions to adapt teaching and examination formats to ensure that teaching and examination can take place in a way that prevents the spread of infection. The present decision sets out, to the extent possible, the framework for planning teaching and examination that prevents the spread of infection while maintaining high quality.

Content and likely consequences

Due to an increase in the spread of infection in society, and the new guidelines issued by the Public Health Agency, the instructions for the 2021 autumn semester need to be extended and partly revised. Consequently, the instructions in the annex to this decision apply also to period 3 of the 2022 spring semester, provided that no changes are required as a consequence of new decisions by the government or the Public Health Agency.

As room bookings for period 3 have already been processed, it is important that course coordinators and teachers identify situations where it may be difficult to ensure social distancing and make the necessary adaptations to minimise the spread of infection. Course coordinators and examiners should inform students well ahead of time of any changes to their courses or exams.

Heads of department should encourage course coordinators and examiners to offer extra resit opportunities for students who, because of the pandemic, have missed an exam. The rules for this can be found in the Education Planning and Administration Handbook. However, the handbook only gives the minimum number of resits required and given the pandemic, it may be necessary to offer more resit opportunities for some time to come.

There is still a need for online teaching, and possibly for online exams.

- The Division of Learning, Media and Digitalisation offers support for online teaching and exams. 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 annex 2. The recommendations cover important points regarding e.g. the management of personal data and data protection in connection with online teaching and examination.

This case has been decided by the chair of the Board of Education, Deputy Vice-Chancellor Karin Holmgren, after a presentation by Head of Division Maria Orvehed. The content of this decision has been prepared by the SLU management team for Covid-19. Coordinator Bercem Johannesson and Academy Secretary Sune Lindh also contributed to the preparation of the case. Vice-Chancellor Maria Knutson Wedel, Head of Unit Maria Lindgren and Sluss chair Clara Hernblom have been informed about the contents of this decision.

Karin Holmgren

Maria Orvehed

Annexes

1. Instructions for teaching and examination during period 3 of the 2022 spring semester in light of the Covid-19 pandemic
2. Legal recommendations for online teaching (SLU.ua. 2020.1.1.1-2319)

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Annex 1 to the decision of the chair of the Board of Education, effective as of 17 January 2022 until 23 March 2022,
SLU ID: SLU.ua.2021.1.1.1-4605

Instructions for teaching and examination for period 3 of the 2022 spring 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 distance teaching, wholly or partly, for at least one week (7 days). This also applies if another teacher on the course tests positive. The examiner must consult with the head of department before deciding on online instruction. The current guidelines from the Public Health Agency and the region concerned must be applied to students and teachers who have tested positive for Covid-19.

B. For teaching, the following applies:

- Students on all degree programmes (except those offered as distance-learning programmes) are to be taught on campus at least one day a week.
- 100 per cent capacity utilisation for pool teaching rooms is allowed, provided the Public Health Agency guidelines are applied and measures are taken to prevent the spread of infection.
- From the view of infection control, it is important that lectures for large groups of students are primarily offered online. There will be no charge for rooms if bookings are cancelled at least one day in advance.
- To maximise the use of pool teaching rooms, bookings can only be made for 2-hour slots.

- Fieldwork and study trips may be carried out. The requirement to take measures to prevent the spread of infection also applies to trips to and from the field location/destination.

C. For written examinations and the assessment of practical components, the following applies:

- As long as the Public Health Agency recommends measures aimed at reducing the spread of infection, we may need to establish a priority order for the use of rooms. If that becomes necessary, exams on campus will be prioritised.
- Examinations can take place on campus provided that the Public Health Agency guidelines are applied and measures are taken to reduce the spread of infection. Examinations may still need to take place online.
- Course coordinators and examiners must inform students of exam formats well ahead of time.
- Take-home examinations must be organised as per the rules for take-home exams in the Education Planning and Administration Handbook, Section 8.4, Other types of examination (tests).
- Oral examinations can take place online and must then be organised as per the rules for oral exams in the Education Planning and Administration Handbook, Section 8.4, Other types of examination (tests). See also the legal recommendations for online teaching (annex 2).
- Under the circumstances, it is worthwhile offering more exam dates than the minimum prescribed in the Education Planning and Administration Handbook.
- 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 guidelines are applied and measures are taken to reduce the spread 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 group should, if possible, be offered alternative teaching arrangements for compulsory components, and to take exams in a room adapted for this purpose. In such cases, the examiner may request that the student provides a certificate certifying that they belong to an at-risk group.

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

G. Studies and placements abroad

- For the outgoing student insurance (Student UT) to apply, SLU must approve the travel before the student leaves the country. During the current pandemic, departments may be denied the option of taking out individual insurance for a student if their travelling abroad to study or do a placement is ill-timed.

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.