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**UNIVERSITÄT  
BERN**

# **Guidelines for teaching in the 2020 fall semester**

Approved by the Executive Board of the University of Bern on 07.08.2020

*Updated on 09.10.2020 (see red marked changes in the document)*

## Solutions for teaching in the 2020 fall semester (FS)

### a. Basic principles:

1. Students' and lecturers' health must not be endangered.
2. The standard duration of study must continue to be guaranteed wherever possible.
3. In-person teaching should be resumed as far as possible.

### b. General principles for teaching in the 2020 FS

1. An online solution (as Plan B) must be provided for each course. There is still a risk that the situation will deteriorate during the semester, which is why there must be an opportunity to switch to online teaching.
2. It is at the lecturers' discretion to organize purely online courses (see points 3 and 4 below). They coordinate their activities within the institute.
3. The possibility of in-person teaching should be planned in particular for courses with a high degree of interactivity (seminars, colloquia, etc.), or for practical courses, laboratory courses, etc.
4. In-person teaching should be made possible especially for first-year students so they can integrate better into their studies and university life.
5. The information about how the course will be delivered must be inserted in the Core Teaching System (CTS), at the end of the "Description" section by August 31, 2020.
6. ~~In the corridors of the university buildings where teaching takes place, everyone present (both students and staff) must wear a protective mask if there is a large number of people (i.e. it is not possible to maintain a distance of 1.5 m).~~ **Starting Monday, October 12, 2020, a general obligation to wear masks will apply for all indoor spaces of the University of Bern.**
7. The usual general rules of hygiene and protective measures must be respected, e.g. students must wash or sanitize their hands regularly, the lecture rooms must be ventilated regularly, etc.
8. The health of students and lecturers who belong to a risk group must be protected in particular.
9. The necessary room reservations for in-person teaching in FS20 have been made and will be kept. Rescheduling is not possible.
10. If there is a compulsory registration for the course in the Core Teaching System (CTS), it is not necessary to keep a separate list of students. If registration is not compulsory, lecturers must keep their own lists.
11. Students with symptoms such as coughing, fever, etc. are not allowed to attend in-person teaching as long as their symptoms are present. Lecturers have the right as well as the duty to send these students home.
12. The use of the SwissCovid App is highly recommended to students and lecturers.

### C. Rules for in-person teaching

1. ~~In-person teaching is allowed if the prescribed distance of 1.5 m can be maintained.~~
2. **Students must wear a protective mask during teaching in all courses.** In addition, no more than **half** of the seats available in the lecture room may be occupied. There must be an empty seat between two students.
  - a. If it is not possible to admit all students to the in-person teaching, lecturers may organize the entire course without attendance or
  - b. they can record their lectures in the lecture room (in the podcast lecture rooms or with their own laptop using Camtasia or by sound recording with a cell phone) and divide the students into group and admit them to the lecture room

so that they do not have to speak in front of a completely empty lecture room and the students present have the opportunity to ask questions directly.

- c. The course has to be recorded in any case, or the learning content must be made available digitally or in an equivalent form for those students who cannot be admitted.
  - d. All events held live online must be recorded at least as an audio recording and made available as a stream or download, or in an equivalent form.
  - e. If lecturers decide to divide the students into two groups based on the first letters of their surnames, the following rule should be applied across faculties as far as possible: KW38 A-M; KW39 N-Z; KW40 A-M; KW41 N-Z etc. If this letter division produces two unequal groups, then a different division should be used: KW38 A-?; KW39 ?-Z etc.
3. For courses in rooms with 36 seats or less, all seats in the room may be used.
  4. For courses in rooms with more than 36 and fewer than 72 places up to 36 persons may be admitted and they should be distributed around the room as evenly as possible.
  5. The rules on the opportunity to attend courses (who may attend when) must be clearly defined and openly communicated to students.
  6. Students not wearing a mask must leave the course immediately.
  7. Lecturers do not have to wear a mask during courses but they must maintain a distance of at least 2 m to the students. If they do get closer to the students, for example during group work, practical courses, etc., they must also wear a mask.
  8. If students belong to a risk group or are unable to attend in-person teaching due to a prescribed quarantine, they must prove this with a medical certificate or otherwise. In this case, lecturers must guarantee that the students have access to the learning materials. For all other students, the usual rules of the courses attended apply.
  9. Deviations from these guidelines are possible in absolutely exceptional cases. However, they must be approved by the Executive Board of the University on the basis of a detailed justification and an extended protection concept.

**d. Recommendations for organizing courses** with different combinations of in-person and remote teaching:

1. Forms of *blended learning* are particularly suitable for dividing up the attending groups: The students receive a podcast, lectures or other preparatory assignments that they have to work on independently, and they then have access to a meeting (e.g. 60-minute podcast + two groups of 30 minutes each for discussion, questions, etc.).
2. It is possible to divide the semester into different phases: e.g. an online phase first where less interactivity is required (and which serves as preparation for the second phase) and a second phase which is delivered in person. However, a plan B must be prepared for the second phase, in case in-person teaching is not possible.

Versions and combinations of the forms mentioned are possible. For further information and advice please consult the following website: [www.lehre.unibe.ch/coronavirus](http://www.lehre.unibe.ch/coronavirus)