Guidelines for teaching and student assessment in HS20

Adapted due to the special situation
Valid starting 28 October 2020

Bern, 28.10.2020

Guidelines for teaching and student assessment starting October 28, 2020

a. Basic Principles:

1. The health of students and lecturers must not be endangered.
2. The standard period of study must always be guaranteed whenever possible.
3. Starting 28 October 2020, in-person teaching will be replaced by distance learning, with the exception of internships and laboratory courses.
4. COVID-19 Regulation 2 UniBe defines the special legal basis for examinations in HS20.

b. Guidelines for teaching

1. Classroom teaching is prohibited. Courses must be held online.
2. The only exceptions are courses that are absolutely dependent on local infrastructure. These are laboratory courses and courses that serve as practical training.
   a. No more than 50 students may be present. The smaller the group, the better.
   b. Mixing of groups is to be avoided.
   c. A list of the students present must be kept for each class.
   d. Students with symptoms such as coughing, fever, etc. may not attend in-person courses as long as the symptoms are present. Lecturers have the right and duty to send them home.
3. Regardless of the form (distance or in-person teaching), all courses will continue to take place.
4. In podcast lecture halls, lectures can be recorded without an audience. If required, please order the recording here (if not already done) or cancel it (if ordered and no longer needed): podcast@id.unibe.ch.
5. All lectures that take place in live streaming mode (using zoom, teams, etc.) must at least be recorded as audio recordings or their content must be made available in an equivalent form.
6. Masks must be worn throughout the entire campus of the University of Bern. This applies to the entire perimeter of the institution, i.e. not only to the buildings but also to their exterior spaces.
7. The general rules of hygiene and protective measures must be respected, e.g. washing or disinfecting hands regularly, airing the lecture rooms regularly, etc.
8. The health of students and lecturers who belong to a risk group must be particularly protected.
9. The first contact-person for lecturers for medical questions in connection with COVID-19 - especially for dealing with people who have tested positive - is in-house doctor Benny Wohlfarth. He can be contacted in the morning, from Monday to Friday, by telephone at +41 31 631 42 98 or +41 75 500 08 98 and by e-mail at betriebsarzt@unibe.ch.
10. The use of the SwissCovid App is highly recommended to students and lecturers.

c. Guidelines for the conduct of student assessment
1. Examinations must be conducted online.
2. A very limited number of justified exceptions will be identified by the faculties together with the University Executive Board and no further exceptions will be made.
3. Students must be informed as early as possible about the exact form of the assessment.
4. The examinations must take place, to as much an extent as possible, on the dates which were set at the beginning of the semester.
5. The existing room reservations made for the examinations at the beginning of the semester shall remain valid.
6. Lecturers must fill in the form for examinations which are conducted using ILIAS, which can be found at the following address: https://ilias.unibe.ch/link/pruefungen

Further information and advice:

- For the most up-to-date information and tips on the organisation of teaching and student assessment, please consult the website www.lehre.unibe.ch/coronavirus
- For didactic advice, the Office of Educational Development with online consultation hours is pleased to assist you. Or via hd@zuw.unibe.ch
- For questions about ILIAS, podcast, video in teaching, and e-collaboration please contact info@ilub.unibe.ch