

Guidelines for teaching and student assessment in FS21

15 January 2021

Updated on 15 April 2021 ([see changes marked in red in the document](#)).

Guidelines for teaching in FS21

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. Face-to-face teaching takes place under the permitted conditions.
4. The epidemiological situation remains extremely fragile.
5. COVID-19 Regulation 2 UniBe defines the special legal basis in FS21.

b. Guidelines for teaching

1. All courses may be held within the limits of the maximum number of participants (50) and available seats (only one third of which may be occupied).
2. Lecturers are allowed to remain in online-only mode (in agreement with faculties, directors of studies, heads of institutes, etc., depending on the organizational structure of the study programs).
3. First-year students should be given priority as much as possible and necessary.
4. If there are more than 50 students enrolled in the course, or if there is not enough space in the lecture hall, then participation in face-to-face classes must be organized (with a system as simple as possible), e.g. by dividing the student lists alphabetically (with different variants), or by booking.
5. There is no on-site obligation for the students in the courses that are newly conducted with presence.
6. Classes must be either in hybrid mode, i.e., face-to-face and online, or online only.
7. 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.
8. Regardless of the form (distance or in-person teaching), all courses will continue to take place.
9. The attendance courses that are already possible (laboratory classes, practical courses, etc.) may of course continue to take place in the usual form.
10. 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
11. There is no redistribution of lecture rooms, but the institutes are allowed to organize themselves and redistribute their own rooms internally. It is important that all changes are communicated to students in a timely manner.
12. These new forms of face-to-face classes are allowed from 26.04.2021. For courses with very few students it is already possible to offer more presence from 21.4 (provided that this really makes sense and that an efficient organization of communication is possible).
13. The students must be informed about the decisions in time and in detail by the persons responsible for teaching, so that their time planning is taken into account.
14. 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.
15. The general rules of hygiene and protective measures must be respected, e.g. washing or disinfecting hands regularly, airing the lecture rooms regularly, etc.
16. The health of students and lecturers who belong to a risk group must be particularly protected.
17. The first contact-person for lecturers for medical questions in connection with COVID19 - 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.

18. The use of the SwissCovid App is highly recommended to students and lecturers.

c. Student assessments in FS21

1. The examinations are basically held online.
2. A very limited number of justified exceptions are identified by the faculties together with the university board.
3. It is allowed to organize face-to-face exams, if the number of registered students does not exceed one third of the available seats and the limit of 50 students is not exceeded. For these exams scheduled in presence, it is also mandatory to prepare an online Plan B.
4. The existing room reservations made at the beginning of the semester for the exams remain valid. There is no redistribution of lecture rooms, but institutes are allowed to organize themselves and redistribute their own rooms internally.
5. The examinations must in any case take place, as usual, on the dates set at the beginning of the semester.
6. Students are to be informed as early as possible about the exact form of conducting the performance assessments.
7. For examinations conducted with ILIAS, lecturers must fill in the form located 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