

## Addendum to the University of Surrey Protection Plan Contingency plan for teaching and learning 2020/21 in light of Covid-19

The University has taken steps to ensure it is able to maintain continuity of study for students in a range of possible future scenarios. For Semester 1, 2020/21 the University is planning a hybrid education model for delivery of its teaching. Hybrid education is a mix of online delivery with face-to-face sessions and provides flexibility should the national or local situation relating to the Covid-19 outbreak deteriorate for a fully online educational delivery.

The reasons for the introduction of this model are:

1. We are reopening the campus in line with government guidelines for Covid-19 and in accordance with risk assessments that have been carried out. On the basis of these risk assessments, the campus will need to be less densely populated; in most areas we are working to a 50% capacity i.e. teaching rooms, specialist facilities, library, MySurrey Hive.
2. Delivery of all lectures (where academics primarily deliver content in didactic way) would be through captured content i.e. voice over PowerPoint, podcast, vodcast etc released through SurreyLearn. Lectures will not be timetabled for face to face delivery.
3. Sessions will be timetabled for delivering tutorials/workshops/lab/simulation/studio-based teaching assuming social distancing protocols are met (the details of such protocols are being developed in line with Government guidance). If we have stricter social distancing protocols than currently anticipated, substantially reducing the capacity of the timetabled space, we may focus on timetabling even fewer teaching sessions.
4. We have actively designed online experiences that replace or reduce dependency on lab/simulation/studio-based teaching where possible.
5. We want to be able to allow all students to participate in their course. In all but a small number of courses, teaching can be completed fully online for Semester 1 should students meet specific criteria. The University has agreed two main Covid-19-related, time-limited, exceptions to allow students to engage with their course online-only for Semester 1. Other applications on the basis of reasonable adjustments will be considered case by case.
6. Module summative assessment diets will be identical between students on campus and students off campus assisted by creating alternative online assessments. Summative assessments will be reduced wherever possible, primarily using coursework and/or open book take-home examinations (available over a minimum of a 24-hour window). In rare instances, timed examinations could be administered within a 24-hour window.
7. Structured SurreyLearn (Surrey's virtual learning environment) module spaces are being created that facilitate student learning, enable high quality communication and scaffold learning through directed activities.
8. We have ensured module spaces on SurreyLearn provide equitable learning opportunities for students studying both online and face-to-face, regardless of their needs.

9. The delivery of the hybrid model has been health and safety risk assessed in line with legal requirements and government guidelines.

#### Scenarios and contingencies

Hybrid learning allows us to manage for contingencies in the current unpredictable state of the Covid-19 pandemic as follows. In these scenarios we would expect government would require all staff and students will be required to work and study from home (home in this instance would include the residence where students are residing during Semester e.g. halls of residences) for a period. In the case of local lockdown, we anticipate expecting students based in University-owned accommodation to remain there. In the case of national lockdown, we anticipate many students would wish to return home and others will remain on campus. We will work with our student community to facilitate these options.

##### *Scenario 1 National or Local Lockdown for 1 – 7 weeks*

We will cease all face-to-face teaching and delivery of teaching for the majority courses will take place online. Courses with more specific requirements for teaching and delivery will be reviewed to confirm whether continuity of study can be maintained during the anticipated period of lockdown. All assessments will be conducted online, which has been the plan in the hybrid education as stated in bullet point 2-8 above. All essential lab/simulation/studio-based teaching will be rescheduled in the second half of the semester that are necessary for the professional body requirements and cannot be delivered in an alternative online format. More blended provision would resume after the lockdown has been eased out by the government.

##### *Scenario 2 National or Local Lockdown for 8 – 15 weeks*

In the case where the lockdown period was to last for 8 – 15 weeks stretching over a full semester, the University will review the impact on delivery, on a course by course basis. Some courses would be able to continue to be delivered for a further period utilising online approaches. Other courses may need more substantial changes to accommodate delivery of essential tutorials/workshops/lab/simulation/studio-based teaching sessions once lockdown ceased, primarily in the following semester, due to the nature of delivery required to meet learning outcomes and/or professional body requirements. This may result in a change to delivery dates and timings. In the case where lockdowns are continuing to be enacted beyond Semester 1 2020/21 we will review the timescales for delivery of hybrid learning with the possibility of extending to Semester 2.

The University's regulations would be considered to ensure that students were not disadvantaged by the impact of a further period of lockdown. Any proposed emergency amendments to the regulations would be developed in collaboration with the Students' Union and fully communicated to students once approved through the appropriate governance channels.

##### *Scenario 3 National or Local Lockdown for 16 – 40 weeks*

This is a scenario where government lockdown could potentially last the whole academic year covering both semester 1 and 2. Some courses would be able to continue to be delivered for a whole academic year utilising online approaches. Other courses may need more substantial changes to accommodate delivery of essential tutorials/workshops/lab/simulation/studio-based teaching sessions once lockdown ceased, primarily in the summer period of 2021, due to the nature of delivery required to meet learning outcomes and/or professional body requirements. This may result in a change to delivery dates and timings. In the case where lockdowns are continuing to be enacted beyond Semester 1 and 2 of 2020/21 we will review the timescales for delivery of hybrid learning with the possibility of extending to summer 2021.

##### *Scenario 4 Large scale sickness and/or isolation of teaching staff*

In this Scenario the University would enact the following contingencies:

- a) Continue to offer teaching by cover from other staff

- b) Continue to offer teaching by recruiting temporary staff
- c) Pause teaching for a short period of time (i.e. 10-14 days) to allow for recovery and this would be made up through local arrangements, discussed with students e.g. concentrated hours in remaining weeks
- d) Cease teaching of the module(s) for the remainder of the Semester and restart in the next Semester to be taught alongside planned modules. This will require careful management of workload for students and staff.
- e) In the case where workloads would exceed reasonable hours for the following Semester, regulations would be reviewed to assess how progression/completion could be achieved without completion of the full number of requisite credits.
- f) In exceptional cases, courses may need to be suspended and restarted the following year.
- g) The re-introduction of emergency regulations e.g. safety net, will be considered and communicated to students.

#### Review

The Covid-19 pandemic is an unstable and regularly changing situation, we will seek to keep up with changes as they develop but within a reasonable timeframe. This plan will be reviewed monthly and revised as required.

#### Publish

This plan will be published alongside the Student Protection Plan. Any updates following review will be communicated to students.

Final Version. 10 August 2020.