Academic Year 2020-21 and during Covid-19 pandemic.
Guidance for students and teachers & Education Etiquette

Changes to government guidelines on higher education or changes to the Covid-19 situation in Zeeland might mean there will be changes to any course at any time during the semester, including at very short notice.

All should keep up to date with information about Covid-19 and any regulations that the government or UCR imposes by checking the UCR website and the UCR information screens as well as their email.

All should keep 1.5 meters apart. While walking through UCR buildings, all should wear face masks and follow the routing system indicated on the ground.

FOR STUDENTS:
Students are expected on campus (unless they have valid reasons not to travel to UCR and have notified UCR before the start of the semester that they wish to follow courses online only). Students are expected to take part in classes both online and on campus.

If you have Covid-19 symptoms (high temperature, cough, loss of smell/taste, sneezing) you should self-isolate and not attend class. You must inform your teachers and your tutor. You should contact the GGD and get a test and follow RIVM and GGD instructions.

1. How do I prepare for online education?
   • You ensure that you have a quiet workplace.
   • You check that your internet connection, laptop/pc, camera and microphone are functioning and whether you have installed software updates.
   • You check your email and other digital channels such as Moodle on a daily basis.
   • You consult with your fellow students via the appropriate UCR channels.
   • You ask for advice from the instructor if you need it in plenty of time and understand that it can take several days to get a reply. You do not expect an answer in the evenings or weekends.
   • The obligation to participate actively in courses also applies to online education, and fraud and plagiarism are strictly prohibited. See the Student Handbook and also the specific rules and regulations mentioned for a course in its course outline.
   • Assessment forms may be different for fully or partial online taught courses than for courses taught fully on-location.

2. How do I conduct myself during education, whether online or on location?
   • You follow the methods, contact moments and rules prescribed by the instructor.
   • When online, you should have your camera switched on. You are constantly aware that you are visible on camera and behave accordingly. This means active participation at a suitable location.
   • When online, you mute your microphone when you are not speaking.
   • You use professional and appropriate language and behave honestly and respectfully towards others.
   • You take into account possible delays, for example during question rounds.
   • You do not unnecessarily overload the network by sharing videos and files.
   • You are not allowed to record online education yourself.
   • You do not distribute educational materials (including digital ones).
   • Fraud and plagiarism are strictly prohibited in all education formats.
   • You acknowledge and accept that online forms of assessment may be different than assessment on location.
   • You are respectful in all your communication with teachers, staff and students.
   • You stick to social distancing and hygiene rules (see posters and website for information).
3. What do I absolutely have to pay attention to in the context of privacy?
   • It is not allowed to share information from online education with third parties.
   • You are not allowed to take screenshots during online education.
   • You pay close attention when you share your screen; for example, you do not share privacy-sensitive information about yourself and others.
   • You deal sensibly and well-informed with privacy issues.

For teachers:

1. How do I prepare for online education?
   • You prepare any teaching materials well before the start of the online session.
   • You communicate to students via Moodle and/or Email about when online and on-location education takes place.
   • Online teaching is done via Zoom.
   • You make a rotating schedule whereby your students meet on location as much as is possible safely in a way that fits the learning objectives of the course best.

2. What should I pay attention to during online education?
   • Pay attention to your background when working online in your home workspace.
   • You always start the course with an explanation of the rules of conduct.
   • You explain what is expected of the participants.
   • Make it clear when online education has ended.
   • You learn more about leading online and flexible/hybrid teaching activities and ask for help if necessary from your Head of Department and the Teaching Lab (Sofie Loyens). There is also information on the Moodle Course Educational Resources for Teachers and on the UU website: https://www.uu.nl/en/education/quality-and-innovation/remote-teaching/contact-teaching-support
   • In addition, you should also check out information offered by the Educational Consultancy & Professional Development and Educate-it on the UU website.

3. What should I pay attention to before and during (online) assessment?
   • Provide good instructions before and during exams.
   • Ensure that students have sufficient insight into the way in which the assessment takes place, including details such as whether or not they can return to previous questions.
   • Consult the guidance on assessment available for teachers on the UCR website and if in doubt about proposed changes to assessment, ask the Director of Education – who will consult with the Board of Examiners where appropriate.
   • The Burgerzaal can be reserved for on-location examinations for up to 25 students by emailing housemaster@ucr.nl. You should wait for confirmation from the housemasters before scheduling the examination.

4. What do I absolutely have to pay attention to in the context of privacy?
   • You deal with privacy issues sensibly and well-informed. Consult this UU intranet page: https://intranet.uu.nl/en/privacy.
   • You protect sensitive data with which you work at home and only store it in safe locations.
   • Guest lecturers must explicitly give permission for the recording and sharing of their lecture.
In-class and online Etiquette  Fall 2020

Students and employees will behave with dignity and respect towards others, and play a positive role in encouraging others to follow guidelines.

Due to the COVID-19 outbreak, more education is offered online via Zoom. Normal rules and procedures as described in The General code of conduct in the Student Handbook apply to online education just as they do to campus education.

Online & on-campus classes
Students are expected on campus unless they have valid reasons not to travel to UCR and have notified UCR of this reason before the start of the semester that they will be following courses online only. Students are expected to take part in classes both online and on campus. The obligation to participate actively in courses applies to both online education and on-campus education. Fraud and plagiarism are strictly prohibited.

If you are ill during Fall 2020, it is important that you self-isolate and do not come to an on-campus class session. If you have Covid-19 symptoms, you should get tested. You should inform your instructor and your tutor. You should then follow class via Zoom. If you are seriously ill (for whatever reason) and will miss several classes, then the onus is on you to speak to the instructor about the possibilities of official extensions and to your tutor about possible withdrawals (see Student Handbook).

Etiquette On-campus education
Routing and social distancing
Students and instructors must follow the one-way routing and keep at least 1.5 meters apart from all others. Everybody is expected to wear a face mask (covering nose and mouth) while moving to/from classrooms and other communal spaces in the UCR buildings. Facemasks are not mandatory in classrooms.

Cleaning
Teachers are responsible for cleaning the desks, chair and in-room equipment, using the cleaning materials provided in each class.

Class duration and breaks
Class times are reduced to 1 hour:45 minutes. Students should leave the class using the routing system indicated when the chime goes. During breaks in a class session, students may not leave the classroom. Individual bathroom breaks during the session are allowed. Students may bring cold drinks in refillable containers only; food is not allowed in classrooms.

Equipment
Students and teachers may not plug in their personal laptops into the electronic set up in each classroom, remove cables or change settings.

Etiquette online education

Workplace
Teachers and students have a laptop/pc with functioning microphone and camera and well-functioning internet access in order to take part in online education. (FAQ about mobile devices)

Microphones/cameras
Students are expected to have their camera on. Instructors tell students at the beginning of the course about alternative or additional expectations related to cameras and microphones. Students are expected to actively participate in their education and therefore comply with these requests.

Recordings
Students are not permitted to make audio- or video recordings of class sessions. Instructors will not record the sessions via zoom either.

Educational materials
Students are not permitted to disseminate (paper or digital) educational materials, unless the teacher explicitly gives permission for this or the open access license allows this.