

## Guidelines

# Hybrid teaching during Winter Semester 2020-2021

## Hybrid teaching

In order to preserve social distancing and sanitary measures, while ensuring contact between students as well as their presence in teaching spaces, the University of Luxembourg will implement teaching in hybrid mode during the Winter Semester 2020-2021.

“Hybrid” teaching offers a mixture of in-person classes for smaller groups of students and remote teaching for larger groups of students. The classification of groups as small or large is defined by the maximum occupancy of the assigned classroom, in line with the COVID-19 sanitary requirements of the University, and of the Ministry of Health in Luxembourg. It is also defined by the type of activity and the type of teaching space involved in a given programme.

Hybrid teaching may involve [a] in-person classes/TP-TD, [b] remote classes, and [c] a combination of in-person teaching for part of the class and remote streaming of the lecture to all other students. Larger cohorts that cannot be fitted into a single classroom may be taught in rotation, i.e. groups of students take turns to attend in-person classes and live streamed/pre-recorded classes. In cases of rotation, the teacher will assign students to groups.

For remote teaching, the University provides technical support and advice for Kaltura (pre-recorded lectures) and WebEx (live remote classes). All teaching staff are required to use Moodle to support their programmes as well as to communicate information about classes and content with students. Preparation for remote teaching includes pre-recorded lectures (on Kaltura), to be shared with students on Moodle. Please note that all teaching staff need to be prepared to return to remote teaching if there is a return to confinement.

For up-to-date information on remote teaching and work please consult [remote.uni.lu](https://remote.uni.lu)

## Student presence

All students enrolled at the University of Luxembourg must be able to be physically present in Luxembourg and on campus during the winter semester 2020-2021.

Non-EU students holding an *Autorisation de séjour temporaire*/Temporary Residency Authorisation (AST) must come to Luxembourg as soon as possible, and preferably at the start of the winter semester 2020-2021 (i.e. 14 September). The AST is valid only for 90 days.

For both EU and non-EU students : Please note that reservations for student accommodation are valid until 31 October 2020, after which the vacant accommodation will be redistributed. Students arriving in Luxembourg after 31 October 2020 will have to make their own arrangements for housing.

If a student cannot be physically present in Luxembourg during the entire winter semester 2020-2021, then the University will reconsider her/his admission status. Non-EU students may be required to apply for a new AST.

## Exceptions

Students may be excused from in-person attendance in the Winter Semester only if they meet at least one (1) of the criteria set out below. Requests must be sent to the Study Programme Administrator (SPA). The decision will be taken by the Study Programme Director on a case-by-case basis.

These students must nevertheless comply with all the course requirements and participate in exams. The *obligation de présence*/attendance requirement includes remote participation but being able to do only remote work does not excuse someone from taking exams or submitting the work that is required by their teacher.

1. Students with a health condition that puts them into a high-risk category, as defined by the [Ministry of Health's guidelines](#) on vulnerable health conditions in the context of COVID-19. The student must present a valid health certificate in support of this claim. Students from EU countries can present a health certificate from their physician. Students from non-EU countries who are not located in Luxembourg or another EU country must provide a valid health certificate from a physician approved by the embassy of Luxembourg, the embassy of Belgium, or another EU country, or by the United Nations office of their country of residence. If the health certificate is not in English, French or German, the student must include a translation in one of these three languages. Please note that a student excused from in-person attendance on health grounds is still required to be resident in Luxembourg.
2. Students who live with a relative that has a high-risk health condition as defined by the [Ministry of Health's guidelines](#) on vulnerable health conditions in the context of COVID-19. The student must present a valid health certificate detailing the health condition of the relative in support of this claim (see point 1 above). In addition, the student must present a certificate of residence, attesting for the common residence with the relative.
3. Delays in arrival in Luxembourg caused by factors connected to COVID-19, e.g. border closure, quarantine, delayed visa processing, or the suspension of air/train/bus connections. The student must provide a justification of the delay with reliable supporting evidence. Please note that should the entire winter semester be affected by this delay, the admission status of the student will be reconsidered by the University.

4. Students who have tested positive for COVID-19 while residing in Luxembourg or abroad. The student should immediately inform the University (healthinfo@uni.lu) and provide a health certificate within 3 days of diagnosis. The Ministry of Health does not reveal the COVID-19 status of patients to employers or to the University, and the responsibility to inform others rests with the patient.

## Obligations

Obligations for teaching staff:

Frequent and clear communication about the structure of classes should be provided for all students, e.g. via Moodle.

Students should be informed in advance about which classes will be remote and which will be in person.

Students who are taught in rotation should be informed in advance which group they are in and when they should come on to campus.

Changes to room bookings should be made transparently, in consultation with the SPAs.

The health status or personal situation of a student should be treated as confidential.

Obligations for students:

Course materials provided in support of hybrid teaching (videos, audio recordings, PowerPoint slideshows, etc.) may fall under the provision of intellectual property rights of the teacher and/or the University and must not be shared beyond the scope of the course without the explicit consent from the parties concerned.

All students must ensure that they have access to appropriate internet connectivity, working space, and computer facilities. Students in need of financial advice and support can consult the available options on [uMatter.uni.lu](https://uMatter.uni.lu).

## Decision making

The process of assessing an exceptional situation and the resulting decision is devolved to the Faculty. The exceptions will be assessed, and decisions taken, by the Study Programme Director on a case-by-case basis.

Wherever a request for remote attendance cannot be decided at Faculty level, the VRA must be informed and consulted prior to a decision being taken.

Catherine Léglu  
Vice-rector for academic affairs