



Action plan for the President's decision V-2020-0801 on conditions for education for the remainder of the autumn semester 2020 and spring semester 2021

By the First and Second Cycle Education Committee 2020-12-02

This document is a translation. In case of a discrepancy between the Swedish original and the English version, the Swedish version will prevail.

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Basis for the decision and action plan

In response to the President's decision V-2020-0801 "Decisions on conditions for education at all levels for the spring semester 2021 and for the autumn semester 2020 (from the date of the decision)" the First and Second Cycle Education Committee has formulated its action plan and priorities.

The initial values that have formed the basis for the President's decision and the committee's action plan are as follows:

- KTH follows the recommendations of the Public Health Agency of Sweden and the Government's directive to reduce the spread of COVID-19 infection.
- KTH believes that teachers, students, and other staff need a long-term decision on what applies throughout the entire spring semester 2021 to be able to plan teaching and studies.
- KTH's education is not considered as public gathering or public events but is affected by the Government's position applying to society as a whole.
- KTH's mission to conduct education and research is regarded as an essential activity in society. Therefore, since travel to and from the university by public transport is considered necessary, the advisory made by the Public Health Agency of Sweden against non-essential travel does not apply.
- KTH's campus will remain open and students will have access to study spaces, libraries, and laboratory activities on all campuses.
- In order to promote the mental well-being and learning of all students, KTH believes that all student groups should be given equal priority during the spring.
- The current pandemic situation means that strict restrictions will be applied for the approval of proctored campus exams during the spring semester.

In order to maintain consistency and avoid ambiguity, the President's decision and the First and Second Cycle Education Committee have a concrete action plan for the implementation and restrictions to the delivery of education due to COVID-19 which applies to all of KTH's education activities. There will be no amendments made based on local decisions to tighten or ease the restrictions. If necessary, the President will make new decisions after consultation with the Coordination Group if amendments to ease or tighten the restrictions are needed.

Teaching

All levels of education should incorporate a blend of teaching on campus and digital forms. Practical elements or elements with a clear need for cooperation and interaction between teachers and students, or between the students, should be carried out on campus in order to maintain a sufficiently high quality of education based on the programme objectives.

The following are requirements for the delivery of teaching:

- Teaching must be carried out with both [synchronous and asynchronous learning activities](#), not just as self-study.
- Sufficient emphasis should be placed on collecting student feedback throughout the course. A Course Evaluation Board should be appointed.

- Canvas should be used as a learning platform for information, communication, and administration regarding the course's activities.

Educational materials and online activities for designing digital education can be found at [Education Support](#).

The Examiner is responsible for planning which activities in the course will be carried out on campus in consultation with Course Instructors and Programme Director and should make any necessary changes regarding the schedule and location. The Programme Director is responsible for coordinating campus-based course components with consideration to the programme as a whole and with regard to the full year perspective. The Examiner is responsible for informing the students of the course about the course disposition via Canvas or course memo.

Course components can be changes in line with the transition to increased digital education. Decisions on such changes are made by the Director of First and Second Cycle Education after presentation by the Examiner. Schools shall continue to log such changes in relation to the official course syllabus. The changes that become permanent should be included in the syllabus.

Examination

Examination will continue to take place primarily with forms of examination other than written proctored campus examination (examination or partial exams). Based on proven experience and to increase the diversity of examination forms, the First and Second Cycle Education Committee recommends that oral examination or digital unproctored examinations be used to a greater extent. Furthermore, continuous examination is encouraged. This is based on both the limitations due to COVID-19 and the long-term goals stated in the Development Plan 2018-2023 and Vision 2027. Educational material and educational activities on choosing and designing digital examination can be found at [Remote examination](#). This material will be expanded and improved on an on-going basis.

Deviation from the adopted syllabus in terms of the form of examination is permitted during the spring semester 2021. Decisions on such changes are made by the Director of First and Second Cycle Education after a presentation by the Examiner. Schools shall continue to keep a record of which courses have changed examination form deviating from the decided syllabus. The changes that become permanent should be included in the syllabus.

Campus-based examination and remotely monitored examination

Decisions on campus-based examinations or the implementation of remotely monitored examinations are made by the Vice President for Education after a presentation by the Director of First and Second Cycle Education or the Director of Third Cycle Education. A common timetable for exemptions is currently being prepared. For examination in a course given in period 3, a notice of exemption will be given before the Christmas break.

The approval of proctored campus exams or remotely monitored exams (for example via Zoom) will be highly restricted. Reasons for being restrictive with monitored exams are:

- To reduce the risk of spread of infection.
- The unsafe access for proctors.

The reason for being restrictive with camera-monitored examination is:

- That camera-monitored examination is perceived as intrusive and creates anxiety and stress among students and staff with regards to privacy.

In addition, if an exemption for a monitored written examination is granted, additional examination opportunities may also need to be offered, which means an increased workload (see below).

In order for a written campus-based examination or written remotely monitored exam to be carried out, the following must be fulfilled:

- The intended learning outcomes of the course include factual knowledge or procedural skills (such as problem solving skills) that can be individually examined only through assignments with unambiguous and well-defined solutions in proctored environments.
- That the number of students exceeds what is reasonable to examine through oral examination.

An application for a proctored campus examination will only be considered for courses in foundation year programmes (Technical Preparatory Year/Semester) and in first cycle education, while the application for remotely monitored exams will also be considered in second and third-cycle education.

The Examiner must also have a plan how the examination should be delivered if KTH cancels the examination on campus due to an increased spread of COVID-19. For courses that have been granted a proctored campus exam during the academic year 20/21 and have fewer than three examinations scheduled during the academic year, at least one additional examination (where raising grades, so called “plussning”, is not allowed) session should be planned before the summer break. This is to promote the participation of only healthy students in proctored campus-based exams.

Measures to minimise the spread of infection during teaching and examination on campus

Measures to minimise the spread of infection shall be taken for all teaching and examination carried out on campus. The measures include that the number of students per room is significantly lower than normal, that the furniture is adapted for physical distance, that the premises are cleaned more often, that protective equipment relevant to the activity is available and used, that hand sanitizer is available and used, and that all participants assure that they are symptom-free. In case of written proctored campus exams, the entrances and exits are arranged so that distance can be kept, exam proctors sit behind plexiglass and wear visors, and teachers are available outside the hall to be able to answer any questions from the students.

If someone in the course becomes ill

KTH, in consultation with Infectious Disease Control (Smittskydd) Stockholm, has developed a recommendation for how teaching should proceed in case of infection. If it is known that students who have participated in campus-based teaching or have been confirmed to be infected with COVID-19, the courses the students are registered in should be transferred to 100% online teaching for a period of two weeks. This assessment will be made in consultation with the Vice-President for Education in consultation with the relevant Head of School.

International students

Discussions regarding the requirements from the Swedish Migration Agency regarding physical presence/teaching on campus for a valid residence permit are on-going with both the responsible ministries and the Swedish Migration Agency. KTH acts as an individual university, but the SUHF's expert group for internationalisation is also very actively involved in pursuing these and related issues.

Study abroad

In light of the current global situation with the coronavirus and the current situation in Stockholm, KTH has decided that exchange studies and other forms of study abroad, such as placement and degree projects abroad, will be cancelled during the spring semester 2021.

KTH has made the decision with consideration to student safety. The situation is currently extremely uncertain, fluid and unpredictable both within and outside Europe. It is unfortunate, but necessary, to have to deny KTH students the opportunity that exchange studies involve.

Outgoing

KTH's students are not permitted to travel abroad within the framework of their education during the spring semester 2021.

Students who have had their studies abroad (exchange studies, degree projects, placement) cancelled should be offered places in KTH courses to complete their programmes. This applies in particular to students who planned to complete their degree projects abroad and therefore supervisor resources must be provided for these students. If there is an opportunity for remote exchange studies or remote supervision of degree projects, this may be carried out provided that it is approved by the Programme Director at KTH.

No calls for Minor Field Studies (MFS) have been announced for the spring semester of 2021.

Incoming

KTH will not accept incoming students for exchange studies, degree projects or placements in spring semester 2021.

Doctoral students

- For doctoral students at KTH, the same rules apply as for employees.
- Incoming doctoral students, so-called visiting PhD for a shorter period, are affected by the decision.

Not affected by the decision

- Exchange: outgoing and incoming students who are on exchange during the 2020/2021 academic year are not affected, they can complete their exchange if they choose to do so.
- Degree project/placement: outgoing students who are already abroad and incoming students who are already at KTH are not affected, they can complete their projects abroad.

- Degree programme students in joint programmes with built-in compulsory mobility (e.g., EIT, N5T, Erasmus Mundus, etc.) can complete the compulsory mobility.
- Students who have the opportunity to complete their degree project in their country of citizenship, if other than Sweden, or at their home university (applies to double degree students) can do so provided that the degree project meets KTH's requirements.

If you are a student who wants to and has the opportunity to go on exchange studies during the academic year 2021/2022, you will need to make a new application for exchange studies in the application round that opened on 25 November and closes on 15 December 2020. No exchanges will be moved to the autumn semester of 2021, but a distribution of seats will be made according to the current selection rules.

If you have any questions, please contact your international coordinator.

[International coordinators](#)

Public defence of doctoral thesis

Thesis defences can take place on campus and remotely. As defences are open to the public, a maximum of eight people may be present in each room. All public defences should be made available online.

Support for teachers

Support for digital education must be increased. In particular, the support for digital examinations. The five Schools and the University Administration (GVS) will consider what changes can be made to prioritize, redistribute resources and enable recruitment. The Special Workgroup for the Digitalisation of Education is tasked with coordinating the staff who are made available. The aim is for all of the Schools to have local operational support for the teachers of the Schools in and around the administration to use digital tools and systems to implement digital education. The local operational support personnels will also serve as a link to the central pedagogical, technical and administrative support for the digitalisation of education.

Related links

[KTH about COVID-19: Information for employees, including president's decision V-2020-0801](#)

[Information to students due to COVID-19 including spring 2021 \(Student web\)](#)

[Recommendations, course types and concepts for digital education at KTH](#)

[E-learning - educational material](#)

[Education support](#)

[About Education in Vision 2027 \(Swedish\)](#)

[About Digitalisation in Development Plan 2018-2023 \(Swedish\)](#)

Remote examination

[Remote examination - educational material](#)

[Choose examination form and implementation](#)

[Home examination](#)

[Oral examination](#)

[Example bank for whole examination solutions](#)

[Remotely monitored exams](#)