

Planning for spring semester 2021 at CBS

At present it is unknown what guidelines Danish educational institutions will be expected to follow from January 2021. At the same time, there is a need to provide a framework for planning teaching and examinations for the spring semester to allow teachers, the administration, and students to prepare as well as possible for when the semester begins.

The most likely scenario is that restrictions will still be in place in terms of distancing requirements of 1 metre between students. In addition, there is also a significant risk that the authorities will tighten restrictions again, which means that the teaching must be readily adaptable. On the other hand, there is significantly more space on campus as many students write their bachelor project or master thesis and are not taught as often on campus.

The expected restrictions mean that we will still not have enough room capacity at CBS to accommodate teaching in the usual way this spring but adhere to some of the general guidelines which we have applied for autumn 2020 to ensure a proper distance during teaching on campus. It will not be possible to hold large auditorium lectures on campus and teaching activities on campus will require larger rooms than usual to ensure proper distancing. As a result, lectures with more than 100 students will have to be adapted to online courses, however, with the possibility of conducting up to 20% of these lectures (+100) on campus.

This autumn's **requirements for converting 50% of the teaching activities on all programmes are annulled**, however, it is a precondition that the programmes plan their teaching activities with a view to converting them in case of new restrictions. Moreover, it is a precondition that the following restrictions on events continue in the spring semester: Solely academic events, no events in the common areas and in principle, a maximum of 100 participants. CBS does not expect any easing of the general restrictions – the requirement for 50% teaching on campus is only annulled because there is more space on campus as many students write their bachelor project or master thesis during spring.

The following general principles have been established to ensure the best possible foundation to plan for day-time teaching in the spring semester (described in detail subsequently):

- In principle, all teaching activities with less than 100 students can take place on campus
- In principle, teaching activities with more than 100 students must be done online, however, programmes will be able to plan for up to 20% of lectures with more than 100 students on campus
- Teaching on campus must continue to be evenly distributed across the semester
- Exams must be designed so they can be converted to be taken online
- The number of written sit-in exams must be reduced by 50% compared to normal semesters and they must have a limited capacity of 300 people per exam

Based on an assessment of auditorium capacity at CBS, it has been decided that **lectures with more than 100 students must be rescheduled online**. Teaching in smaller groups can of course also be switched to online or blended learning courses. Programmes should consider pre-recorded online teaching as these generally have turned out to be more reliable than live online teaching. The limited number of lectures with more than 100 students will make it easier to conduct the remaining activities in auditoriums where every other seat is used, however, in the spring semester up to 20% of the lectures with more than 100 students can be scheduled on campus. Clearly, this requires considerable flexibility in teachers' and programmes' wishes for the timetable planning as the capacity continues to be extremely restricted. The maximum size of a class in the spring semester is 275 students.

To ensure that there is enough space, it is essential that **teaching on campus is evenly distributed across the semester** (or the quarter) rather than squeezed into short periods during the semester. If the new planning requirements nonetheless result in a lack of classrooms, it might be necessary to teach in the evenings and on weekends. Evening classes can be held as usual, however, with a maximum of 275 students.

For examinations, it is necessary, as always, to take into account the content of the course, the type of teaching and the learning objectives in terms of the type of exam. The Ministry has now issued a permanent permission to conduct oral exams online without an invigilator physically present in the room which makes it easier to conduct oral online exams.

Due to distance requirements, written sit-in exams at the exam hall must continue to be reduced by 50% compared to normal semesters. Planning will be based on oral exams being held on campus and **written sit-in exams will have a limited capacity of 300 people per exam** (the equivalent of every other seat in the hall being occupied). While planning, the study board and course coordinators must take into consideration that teaching and exams must be organised so they can be conducted online in the event of a new lockdown.