

## Principles for the autumn semester 2020 at CBS

Gregor Halff, 1 May 2020

At present it is unknown what guidelines Danish educational institutions will be expected to follow from September to December 2020. At the same time, there is a need to provide a framework for planning teaching and examinations for the autumn semester to allow instructors, the administration and students to prepare as well as possible for when the semester begins.

The most likely scenario is that the campus will be open but that restrictions will still be in place in terms of the size of gatherings and distancing requirements between students. In addition, there will also be more students taking courses at CBS in the autumn due to the large number of students unable to study abroad. Finally, there is also a significant risk that the authorities will tighten restrictions in the autumn, which means that the teaching must be readily adaptable.

The expected restrictions mean that we will not have enough room capacity to accommodate teaching in the usual way this autumn. It will not be possible to hold large auditorium lectures on campus, and teaching activities on campus will require larger rooms than normal. As a result, teaching will have to be adapted to online courses, blended learning or be conducted with smaller class sizes. Moreover, we will have to implement measures to ensure that enough spaces are available, especially for electives.

The following general principles have been established to ensure the best possible foundation to plan for the autumn semester (described in detail subsequently):

- Lectures with >100 students must be rescheduled online
- At least 50% of all teaching must be done online
- Teaching on campus must 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%, and they must have a limited capacity of 300 people per exam
- Additional elective courses and spaces must be made available for undergraduate and graduate students

Based on an assessment of auditorium capacity at CBS, it has been decided that **lectures with >100 students must be rescheduled to online teaching**. Teaching in smaller groups can of course also be switched to online. In the event that teaching large groups online is not possible, students can be divided into groups of less than 100. If less than 100 students will attend a lecture, holding lectures in auditoriums, with students seated on every other chair, will likely be possible.

To ensure the necessary amount of space on campus, **at least 50% of all teaching must be done online**. This is primarily based on an assessment showing that, with more students on campus and to ensure that there is enough space between them, a considerable amount of teaching will be required to take place online.

This can be accomplished by teaching using blended learning, where, for example 50% of the teaching takes place online and the rest on campus in small groups. It is of course important that the programmes and course coordinators reflect on how to use, in the best way possible, the scarce amount of time that instructors and students physically spend in the same room to achieve interaction and dialogue. The amount of activity that a traditional course taking place on campus would normally involve must be taken

into consideration in terms of meeting the 50% goal. For example, if a course previously comprised 38 hours of contact, they can be reduced to 19 on campus, while the remaining teaching can occur in an alternative way. The minimum 50% requirement must only be met at programme level. Each study board must review the overall list of subjects and provide a plan for converting at least 50% of the teaching to an online format.

To ensure that there is enough space, it is essential that **teaching on campus is evenly distributed across the semester** (or quarter), rather than squeezed into shorter periods during the semester. If the new planning requirements nonetheless result in a lack of classrooms, it will be necessary to teach in the evenings and on weekends.

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. Basically, we cannot expect the current ministerial dispensation (for conducting oral exams online without an invigilator physically present with the student) to continue in the autumn.

Written sit-in exams may be made more difficult to conduct due to the limited or non-availability of the examination hall. At this point, 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 that they can be conducted online** in the event of a new lockdown. To the extent possible, the exams for specific electives must be done as home assignments as opposed to sit-in exams.

Many students at CBS take electives in the autumn semester, which means that they often do student exchanges or internships. Due to the Corona situation, fewer students are expected to be away, which is why work is being done to establish **additional elective courses in collaboration with international partner universities and to create additional spaces on elective courses already scheduled at CBS.**

To guarantee an attractive and wide selection of electives, the following measures are being taken:

- 1) Conversion of already existing popular electives to purely online courses in, e.g. finance and marketing, in a way that increases capacity significantly.
- 2) Analysis of the possibilities available for establishing new online electives in collaboration with international partner universities.
- 3) Making a decision no later than 8 June 2020 as to whether there is a need to develop new electives, duplicate existing courses or otherwise provide additional space on electives.

## Timetable

The conditions for teaching in the autumn mean that all study boards must revisit their educational planning. As a result we kindly ask all study boards to please submit a plan showing what they will do to adapt based on the above framework. More detailed guidelines for the study boards and especially course coordinators will be drawn up as soon as possible. The following deadlines apply to the study boards' more general planning:

Submission of plan to the Dean of Education (DoE) due by	1 June 2020
Scheduling changes due by	6 June 2020
Curriculum and STADS changes due on an ongoing basis and at the latest by	1 July 2020
Course description and syllabus ready <sup>1</sup> to the extent possible before	1 September 2020

## Overview: Reorganisation of the curriculum

Study boards have to consider and reorganise courses and exams to meet the above-mentioned requirements, with a special focus on conducting max 50% of teaching on campus



For any course expected to exceed 100 participants, the study board and course coordinators must develop or find a purely digital alternative



		Delivery mode			
		Purely digital* (no. courses/ total)	Online teaching (blended, no. courses/ no. hours)	On-campus teaching (no. courses/ no. hours)	Exams (no. online or take- home assignments/ total)
Time horizon	Submission of plan to the DoE (1 June 2020)				
	Scheduling changes (6 June 2020)				
	Curriculum and STADS changes (1 July 2020)				
	Course descriptions (1 September 2020)				

<sup>1</sup> Students should of course preferably know what the overall framework of the course (e.g. type of teaching, teaching activities, type of exam) will be, but understandably it may not always be possible to fully develop a detailed final syllabus before the semester begins