



Guide on dealing with students who are prevented from attending classes and exams due to matters directly related to COVID-19.

This guide concerns the handling of teaching situations, group work and group formation, exam situations, etc., where the above-mentioned students may have special needs.

The guide is aimed at departments and study boards.

Latest update: 30 August 2020.

PURPOSE AND SCOPE	
The purpose is to guide departments and study boards in connection with the handling of inquiries from students who, as a result of matters directly related to COVID-19, are not able to physically attend classes or exams. The guide also concerns the handling of situations where an entire group or an entire cluster is sent home because one or more students have been infected with COVID-19.	
The guide will be updated regularly as the COVID-19 situation changes.	
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1.0 In-Class Teaching

In connection with the reopening of AAU, there will be students who, for various reasons, are not able to participate in in-class teaching for shorter or longer periods. It may be:

- Students who are in the risk group
- Students whose immediate family is in the risk group
- Students where COVID-19 infection is suspected
- Students infected with COVID-19
- Students whose immediate family is infected with COVID-19

In this guide, there are suggestions as to what the departments can make available in those situations where the students are not able to participate in the in-class teaching as a result of conditions that are directly related to COVID-19.

The departments are not obliged to make separate teaching courses available to the individual students. However, it is expected that the departments will do whatever they can within the physical and financial framework to ensure that the students have an opportunity to participate in the teaching when impacted by conditions that are directly related to COVID-19. The departments are also obliged to provide counselling to the students who take contact because they are not able to participate in teaching or exams due to matters directly related to COVID-19.

1.1 Offer of online teaching

If possible, the departments may offer that the teaching takes place both in-class and online. This might be done by allowing students to stream the class room from home, but the departments may also provide online teaching in the form of videos or similar teaching materials that the students can access from home.

In cases where several students in a group are sent home, the departments also have the option of deciding that the teaching for a shorter or longer period is conducted online rather than in-class so that all students have the opportunity to access the teaching from home.

1.2 Direct the students to record the teaching on video

The departments may also guide the student(s) about the possibility that a fellow student records the teaching. However, it is important to emphasise to the students that this is only an option if the teacher(s) consent(s).

1.3 Ensuring social distance to students in the risk group

If it is possible in terms of space, the departments may also offer students in the risk group that they can be assigned a place where there is a minimum distance of two metres to the other students and the teacher in the teaching situation. However, this is exclusively an offer for students in the risk group. Students who suspect that they are infected or who have been infected with COVID-19 may not attend in-class teaching.

1.4 Possibility of withdrawing from teaching and exam

If the student is not able to attend the teaching over a longer period, and the departments are not able to offer the student any of the above options, the department can guide the student about the possibility of applying for an exemption to withdraw from teaching and exams in the autumn semester.

It appears from section 3 of the Rules on registration for teaching and exams as well as merit at Aalborg University that the study board may grant an exemption from the rules on registration for and withdrawal from teaching and exams in case of unusual circumstances. In this connection, the study board may assess that it constitutes an unusual condition that justifies withdrawal if the student is on sick leave with COVID-19 for a longer period, or if the student is in the risk group.

AAU's Rules on registration can be found here: <https://www.handbook.aau.dk/document?contentId=346201>

If the student has a need for it, the department may also offer help to prepare a curriculum for the student so that the student gets an overview of the impact that the withdrawal will have for the student's future course of study.

1.5 Courses that require active participation

In courses where active participation is required as a prerequisite for participating in the exam and in courses where the examination form requires ongoing evaluation or active participation, the study board may apply to the associate dean for education for an exemption curriculum for the student or students who do not have an opportunity to participate in the teaching. The study board may apply for the student to be exempted from the prerequisite for participating in the exam or for the module to be evaluated by means of another examination form for the specific student.

If the study board wishes to make use of this option, a reasoned exemption application must be submitted to studieordninger@adm.aau.dk, stating the relevant module and whether an exemption from the prerequisite or the examination form is desired. Educational Law will then process the exemption application on behalf of the associate dean for education.

2.0 Project Work and Group Formation

2.1 Opportunities for project work for students in the risk group

The department can guide students in the risk group about the possibility that the group work may primarily take place in virtual form. This was AAU's recommendation during the period when the students were sent home in the spring semester 2020 and may in some cases continue to be the recommendation.

If the student in the risk group wishes to meet physically with the other group members, the department may advise the student that it is recommended that the student informs his/her group members and his/her supervisor about the situation. In this way, the other group members as well as the supervisor will be aware that they must make sure to follow the health authorities' guidelines in connection with group and counselling meetings.

Finally, the department may guide students in the risk group about the possibility of doing the project work individually.

2.2 Points of attention in relation to students who suspect that they are infected with or who test positive for COVID-19

Students who suspect that they have been infected with COVID-19 and students who have tested positive for COVID-19 must follow AAU's precautionary measures which can be found here: <https://www.aau.dk/corona-virus/studerende-studenter/Forholdsregler/>

The student must inform his/her group members about the suspicion/the infection and may only meet physically with the group after the student has either been tested negative for COVID-19 or has been symptom-free for 48 hours. Until then, the department's recommendation may be for the student to participate in the group work virtually.

2.3 Group formation

The department may offer students in the risk group that, during group formation, they may be placed at a minimum distance of two metres from the other students and the teacher. The department may also plan a virtual group formation or offer that students in the risk group may participate virtually in the group formation, if this is technically possible.

Students who suspect that they may be infected and students who have actually been infected with COVID-19 may not participate physically in the group formation, but may participate virtually if technically possible.

3.0 Exam

3.1 Possibilities for students in the risk group

3.1.1 Physical placement of students in the risk group

The department may offer students in the risk group that during the exam, they may be placed at a minimum distance of two metres to other students, if this is physically possible in the room where the exam takes place.

3.1.2 Digital implementation of tests

If the exam is a written on-site test, the study board may grant students in the risk group an exemption, allowing the test to be taken at home. If the study board grants such exemption, the on-site test must be conducted in accordance with precautionary measures similar to those described in section 3.0 of the Rules on conducting exams in the spring semester 2020 (which can be found [here](#)).

If the exam is an oral exam, the study board may also grant students in the risk group an exemption that allows the examination to take place via video conference or Skype. If the study board grants such exemption, it is important to bear in mind that there must be a supervisor present in the student's home, cf. section 8 of the Examination Order. The Danish Agency for Science and Higher Education provided an exemption from this rule in the spring semester 2020, but this exemption does not apply in the autumn semester.

3.1.3 Exemption from examination form

The study board may also apply for an exemption for a different form of examination if it is not possible to conduct the current examination form digitally. If the study board wishes to make use of this option, a reasoned exemption application must be submitted to studieordninger@adm.aau.dk, stating the relevant module and which form of examination is desired. Thereafter, Educational Law and the Secretariat will process the exemption application on behalf of the assistant dean for education.

3.1.4 Withdrawal from the exam

Finally, the department may guide the student about the possibility of withdrawing from the exam. It appears from section 3, Rules on registration for teaching and exams as well as merit at Aalborg University that the study board may grant an exemption from the rules on registration for and withdrawal from teaching and exams in case of unusual circumstances. In this connection, the study board may assess that it constitutes an unusual circumstance that justifies withdrawal if the student is in the risk group.

AAU's Rules on registration can be found [here](#).

3.2 Handling of students where there is a suspicion that they themselves or close contacts have been infected with COVID-19 and students who have been infected with COVID-19

Students who suspect they are infected with COVID-19 and students who have tested positive for COVID-19 should follow AAU's precautionary measures, which can be found [here](#).

These students may not meet in for the exam until they have either tested negative for COVID-19 or have been symptom-free for 48 hours. Specifically, this means that it must be considered as valid documentation if the student submits proof of a corona test, where the student is waiting for the result at the time of the examination. In addition, the rules of the examination regulation, section 8.3, apply to sick leave and documentation. The examination regulation can be found [here](#).

4.0 Clusters or Teams That Are Sent Home

In connection with the reopening of the universities, the universities have been allowed to divide the students into clusters of up to 30 students. If such cluster is the starting point for all activities, the recommendation regarding a minimum distance of 1 metre may be deviated from.

If an infection is suspected or found in one or more students in a cluster or in a group, and a decision is made that the cluster or group shall be sent home, the students are entitled to replacement teaching. The departments decide whether the teaching must be conducted digitally, or whether the teaching must be postponed until the students are allowed to return to campus.

ORIGIN, BACKGROUND AND HISTORY

This guide was prepared in August 2020 and is valid for the autumn semester 2020.

The guide has been prepared by Educational Law and the Secretariat in Study Service.

OVERALL FRAMEWORK

This guide is a supplement to the current rules in the area of teaching and exams at AAU.

The guide thus refers to the following sets of rules:

Examination regulation for Aalborg University: https://www.studieservice.aau.dk/digitalAssets/683/683660_en---eksamensordning_010919.pdf

Rules on registration for teaching and exams as well as merit at Aalborg University:

<https://www.handbook.aau.dk/document?contentId=346201>

Rules on conducting exams in the spring semester 2020:

https://www.studieservice.aau.dk/digitalAssets/835/835433_rules-for-conducting-exams-in-the-spring-semester-2020-28052020.pdf

CONTACT/RESPONSIBILITY

If there are questions about this guide, Educational Law and the Secretariat in Study Service may be contacted at uddannelsesjura@adm.aau.dk