

SPP Policy for In-Person and Online Learning – Fall Term 2020

The following policy is based on the CEU Updated departmental guidelines for 2020/21 Fall term teaching.

1. Principle of in-person delivery

SPP courses are delivered in person. Students who are on campus have to attend in person classes unless Austrian authorities require the closure of the campus, at which point classes will switch to online only.

This year, online classes are provided for students who are unable to attend in person because of the Covid-19 situation – for example, if they are forced to stay home or away from Vienna, there are no flights, or other *force majeure* situations occur.

The determination as to whether a student is taking courses in-person or online is to be made by communication with the School coordinator before the start first day of classes: 28 September 2020 (i.e. the cut-off time is 23:59 CET on 27 September). After that time, the present policy applies.

It is important to emphasise that **students must not come to class while sick**. If you are in any way ill, please stay at home and contact the School coordinator.

2. Switching from in-person to online courses

In exceptional circumstances, a student may be permitted to switch from in-person to online courses after the first week of term teaching has started. Such circumstances may include extensive or recurrent quarantine requirements, lockdowns, or family emergencies.

Students who need to switch to online courses mid-term must write to their programme director and coordinator setting out the reason for the request, and attaching any supporting material. The programme director and coordinator will review the request, and send their recommendation to the Dean for approval. Such requests will be processed as quickly as possible.

An important exception to this policy is where a student is expected to quarantine under CEU/Austrian Government rules: in such a case, the student(s) may switch to online classes for the duration of their quarantine. Please let your coordinator and programme director know immediately if you are quarantined, and follow the relevant CEU/Austrian guidelines on quarantine. The coordinator will inform your course instructors in this eventuality.

3. Switching from online to in-person courses

Students taking online courses who wish to change to in-person courses, for instance because they managed to move to Vienna during the term, should write to the programme director and coordinator setting out the reason for the change. SPP will make every effort to accommodate such requests as quickly as possible

4. No ad-hoc changes by students

For purposes of clarity, outside of the procedure and conditions set out above, it is not possible for students to switch between in-person and online attendance.

5. Class Size Threshold

The usual rule at CEU is that a course must have more than 6 students in order to run. However, given the exceptional circumstances this year, the following thresholds will apply.

	Threshold for on-site	Threshold for online
Courses with on-site and online versions	if 3 or fewer students, students should convert to online class.	None. Mandatory courses need to run even if only 1 student.
Courses with only on-site versions	3 students*	N/A
Courses with only online versions	N/A	At least 3 students for electives

*If there is below-threshold attendance for mandatory courses that only have an on-site version because a large number of students missing due to Covid issues, then, if possible, the course will be rescheduled to another term so that all students can benefit from it.

6. Social Distancing Requirements

Physical class numbers are limited by social distancing regulations, which may require splitting up groups. Where this is required, students will be notified via email with all necessary details.

7. Professor/Instructor Quarantine

Students should be aware that a situation may arise where a professor needs to go into quarantine. In this instance, the professor will be online for the duration of that quarantine.

In this situation, students should come to class as normal. The professor will join the class remotely, supported by the TA (if there is one for the course), or SPP staff for technical purposes.

Professors should notify the Dean as soon as possible if they are quarantined.

8. Changes to this policy

Please note that this policy may change in line with overall CEU policy during the Covid-19 crisis. Students will be informed of any significant changes to this policy.

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