For those of you new to Cambridge and to the Faculty, welcome! For those of you returning after a summer away, welcome back!

This year is going to be different from normal. All of us – students, teachers, and staff – are going to have to learn new ways of doing things. Thank you in advance for your patience, your understanding, your good will and your good humour!

We’ve worked hard over the summer to make sure that everyone stays as safe as possible, and that your education remains as high quality as ever. This document sets out these new arrangements and procedures. Take your time to study this information. There’s a lot to take in. Don’t be surprised if you have to come back to this document a few times. We’ll all need time to get used to things; but before we know it, these new arrangements will have become second nature.

(1) How will Faculty teaching work?

Most Faculty teaching will be online, at least for Michaelmas Term. All large-group lectures, and all discussion groups and logic classes, will be online. A handful of smaller group sessions might take place in person after the first two weeks of Michaelmas Term, but only where it is safe to do so. These arrangements will definitely be in place throughout Michaelmas Term, and will be reviewed throughout the year. (Other modes of undergraduate teaching, like supervisions, are organised by colleges. Your Director of Studies will let you know the details about those.)

The Faculty’s online teaching can take different forms. Some online sessions will be pre-recorded, some online sessions will be “live” (we’ll refer to these as webinars here), and some will be a combination of both. You’ll have to use Moodle to access both. Further details on all of this is outlined below.

(2) Use Moodle! Check Moodle! Enrol on your courses on Moodle!

This year, we’re going to use Moodle a lot. Get used to using it, and get used to checking it regularly. Every “Paper” (i.e. module) has a specially dedicated course page on Moodle (e.g. “Part IA Paper 1 - Metaphysics”). There will also be a page for all the students in a given year group who have special educational needs (e.g. “Part IA Teaching Recordings for students with special permissions”). All students in a particular year group (e.g. Part IA) will be eligible to enrol on the Papers for that year group (e.g. “Part IA Paper 1 - Metaphysics”). It is essential that you enrol for all the Papers you’re taking this year. If you’re unsure of the Papers on which you should enrol, ask your Director of Studies. You’ll find most of the information about teaching this year on these course pages on Moodle. This is where you’ll be able to access pre-recorded lectures, Zoom links for “live” webinars, and handouts, lecture slides, readings, and other teaching materials.
(3) How will pre-recorded online sessions work?

You’ll find the Lecture List for Michaelmas Term here: https://www.phil.cam.ac.uk/curr-students/lecture-list/. (Separate Lecture Lists for Lent and Easter terms will be added to this same webpage in due course.) Every session has a dedicated time slot. Where a session is listed as a “pre-recorded or live online session”, you should go to the relevant course page on Moodle to find out whether it’s pre-recorded or live (or a combination of both). If it’s a pre-recorded lecture, then it will be available for streaming on Moodle at least 48 hours before the time slot on the Lecture List. It will be removed from Moodle immediately after the time slot finishes. Studies show that this is the best way to encourage uptake and attentiveness. (Recordings will be made available for longer periods to students with special permissions: see point 7, below.) Make sure you check Moodle to see whether a given session is pre-recorded! And if it is, make sure you view it before it's removed!

Where can you find the recordings? Go to Moodle, go to the course page for the relevant Paper (e.g. “Part IA Paper 1 - Metaphysics”), then go to the section of that Moodle page entitled “Panopto”. This section is small and easily missed. On a laptop/desktop computer, the section is usually found in the narrow column on the right-hand side of the webpage, directly below the “iDiscover” section. On a smaller device (e.g. tablet/smartphone), the section normally appears towards the bottom of the central column. (Note that, in a few cases, the Moodle page might direct you to teaching materials on the lecturer’s own website.)

(4) How will “live” online sessions work?

You’ll find the Lecture List for Michaelmas Term here: https://www.phil.cam.ac.uk/curr-students/lecture-list/. (Separate Lecture Lists for Lent and Easter terms will be added to this same webpage in due course.) Every session has a dedicated time slot. Where a session is listed as a "pre-recorded or live online session", you should go to the relevant course page on Moodle to find out whether it's pre-recorded or live (or a combination of both). If it’s a “live webinar”, then it will take place over Zoom at the appointed time. To attend the session, you’ll need to click on the relevant link.

Where can you find the Zoom links? Go to Moodle, go to the course page for the relevant Paper (e.g. “Part IA Paper 1 - Metaphysics”), then go to the section of that Moodle page entitled “Live Online Teaching Links”. This section is in the central part of the Moodle page, below the “Course Materials” section and above the “Lecture Handouts” section.

When you attend a “live” online session you’ll be asked to follow some “ground rules”. At a minimum these will include making sure that, wherever possible, mics are off (muted), cameras are on, and that if you want to ask a question you use the “raise hand” function (found under the “Participants” button, at the bottom of the Zoom interface). There may also be a reminder about recording policy (see point 8, below), and about general norms of discussion (see the Faculty’s Guidelines for Good Philosophical Discussion, on the Faculty website: https://www.phil.cam.ac.uk/curr-students/good-philosophical-discussion). Session leaders might propose further ground rules.

(5) How will in-person sessions work?

There will be no in-person sessions for at least the first two weeks of Michaelmas Term. After that, a handful of small-group sessions might take place in person for certain Papers at Parts IB and II. Please be assured, these will only go ahead where it is safe to do so.
If in-person sessions go ahead, then all participants will be required to follow the University’s guidance around in-person teaching, available here: https://www.cam.ac.uk/coronavirus/news/message-for-students-from-professor-graham-virgo-academic-year-2020-21-further-information

The main directives are:

- Keep a safe distance from others
- Wear a face covering where required to do so or when it would be a courtesy to others, unless you are exempt; see the University and Colleges joint statement on face coverings, here: https://www.cam.ac.uk/coronavirus/news/university-and-colleges-joint-statement-on-face-coverings
- Clean your hands regularly
- Follow the rules of each building you enter
- Follow the latest guidance on gathering in social groups
- If you have any COVID-19 symptoms get a test immediately and self-isolate until you have a result
- If you test positive for COVID-19 you will need to self-isolate and take part in contact tracing as required by Government guidance.

If the session leader is unable to attend an in-person session (e.g. because they have to self-isolate), but is still well enough to teach remotely, then they might conduct this session as an online webinar instead. If so, students will be sent a message via Moodle informing them of this change; after that, the procedures outlined under point 4, above, will be followed. It is important that students check their emails prior to any scheduled in-person session, to check whether there have been any last-minute changes to arrangements.

If a student is unable to attend an in-person session (e.g. because they have to self-isolate), but is still well enough to study remotely, they should follow the procedures outlined under point 6, below.

(6) I’m supposed to attend an in-person session, but I can’t. What should I do?

It’s possible that, over the course of the year, some of us might not be able to attend in-person teaching. Some of us might have a known increased susceptibility to infectious diseases (ISID); some of us might be required to self-isolate at short notice. If so, you can request permission to study remotely. If the request is granted, then provisions for remote study will be put in place; for example, a small-group in-person session might be live streamed via Zoom.

If you have an ISID, please follow the University’s guidance, and contact your College immediately: https://www.cam.ac.uk/coronavirus/students/guidance-for-all-students/support-for-students-with-increased-susceptibility-to-infectious-diseases-or-with-disabilities

If your College grants you permission to study remotely, please inform the Faculty, using the procedure outlined in the second bullet-point, below.

If you have to self-isolate, then you may request to study remotely. It’s really important that you inform the appropriate people and inform them immediately:

- For college-organised in-person teaching, like supervisions, please contact your Director of Studies to request permission for remote study.
• For Faculty-organised in-person teaching, like small-group in-person sessions, please contact both the Faculty Office (phil-admin@lists.cam.ac.uk), and the academic session leader (contact details for most teaching staff can be found here: https://www.phil.cam.ac.uk/people/teaching-research), to request permission for remote study. Your message needs to follow a particular format: (1) the subject line of your email should be entitled "Request for remote study" followed by your name; (2) the body of your message should state clearly the following: (i) your name, (ii) the name of your DOS, (iii) your Tripos Part (e.g. Part IA), (iv) the nature of any relevant difficulty, and (iv) the specific sessions for which remote study is requested. (This is the same procedure you should follow if you have an ISID and your College has granted you permission to study remotely.)

Please note that teaching and administrative staff will need as much notice as possible in order to make appropriate adjustments.

(7) I have special educational needs. What should I do?

If you have special educational needs then support will be made available. The particular kind of support offered might differ, depending on whether the teaching is a “live” online webinar or a recorded session.

For “live” online sessions, you should contact both the Faculty Office (phil-admin@lists.cam.ac.uk) and also the lecturer or academic session leader directly (contact details for most teaching staff can be found here: https://www.phil.cam.ac.uk/people/teaching-research). You will then be provided with suitable provision; for example, additional teaching materials might be made available, like handouts, slides, and/or transcripts of (parts of) a live webinar discussion. (It might also be possible for part or all of a “live” online session to be recorded: see point 8, below.)

For recorded sessions, there will be a dedicated page on Moodle for students in each year group with special educational needs (e.g. “Part IA Teaching Recordings for students with special permissions”, etc.). Recorded sessions will be archived here, and will be available from the point of their release until the end of the academic year. Students with relevant needs will be able to access these recordings when and how it suits them.

Anyone with a “Student Support Document” (SSD) from the University’s Disability Resource Centre (DRC) will be eligible to access this dedicated Moodle page. If you already have an SSD, please contact the Faculty Office (phil-admin@lists.cam.ac.uk) to arrange access. If you don’t have an SSD but you think you should, please contact both the Faculty’s DLO, Clare Dickinson, in confidence (cll30@cam.ac.uk) and the DRC (https://www.disability.admin.cam.ac.uk); you may need to complete the DRC’s Student Information Form (https://www.disability.admin.cam.ac.uk/student-information-form).

Information on support offered to students is available on the DRC’s website: https://www.disability.admin.cam.ac.uk/students/advice-support-for-students

(8) Can we record “live” online sessions?

Probably not. Recording of live teaching sessions by students is not permitted routinely or by default. Some Faculty teaching, like lectures, will be pre-recorded by the lecturer or session leader and made available to students. But other Faculty teaching, like webinars, is designed to be live, unfolding in real time, where discussion can be open, relaxed, engaged, and interactive, and a no-recording policy facilitates these qualities. A student may request
permission to record a live session themselves (or request that a recording be made available by the session leader); it’s then up to the session leader (and the other participants) to decide whether permission should be granted (and if it is granted, for which parts of that session).

To request permission to make or receive a recording, students must ask the academic session leader in advance. Permission will only be granted if all participants (including the session leader and the other student attendees) agree. If permission is granted, strict conditions then apply: permission to record is governed by an End User Licence Agreement (EULA) which outlines the usage permitted, ownership and retention of recorded material. This is formal University policy, subject to disciplinary and other penalties (see here). If permission is declined, then students must not record the session. This means they can’t record at all, either through the online teaching platform itself, or through some other means (e.g. through a smart phone). If students have special educational needs, then additional supporting materials may be made available to them; these may include handouts, slides, readings, transcripts, and in some cases recordings of online sessions, subject to permission.

(9) Who can watch the pre-recorded lectures? Who can attend the live sessions?

All undergraduate students officially taking a Paper (i.e. due to sit the exam) will have access to the pre-recorded lectures or live sessions. In addition, all postgraduate students in the Faculty will also be permitted to view those recordings or attend those sessions. In order to get access, remember that you’ll need to enrol on the relevant course page on Moodle: see point 2, above. It might also be possible for other people to attend: see point 10, below.

(10) Can I watch recordings and attending live sessions, even if I’m not sitting the exam for that Paper?

Maybe. Postgraduate students in the Faculty will be permitted to enrol on the course pages on Moodle for any of the Part II undergraduate Papers that interest them. This will allow them to watching recordings and attend live sessions.

It’s up to academic session leaders to decide whether other members of the University are also allowed access. If a session leader is willing to consider this, then on the Lecture List (available here: https://www.phil.cam.ac.uk/curr-students/lecture-list/), it will say: “Members of the University who are not sitting the exam for this Paper are permitted to request access. They should email the session leader with their request.” Contact details for most Faculty teaching staff can be found here: https://www.phil.cam.ac.uk/people/teaching-research.

(11) Can we access the Faculty library?

The Philosophy Library team continues to be available online to assist you in accessing the resources you need for your learning and research. Please get in touch and they will do their very best to help. For contact details, see: https://www.phil.cam.ac.uk/library/contact.

We have greatly expanded our online collections over the summer, so you should be able to find even more electronic Philosophy content via iDiscover, Reading Lists Online, and Moodle.

From Monday 5 October, the Philosophy Library Team will offer limited bookable appointments to browse and borrow from our print collections and to use the electronic legal deposit machine. These services are offered to provide access to material that is not otherwise available electronically, or where you may have a specific need – rather than preference – for a print copy. Click and Collect appointments will also be offered for those
who have medical conditions which might make using the physical library challenging or stressful. Due to space constraints and the need to socially distance, we regret that we’re not able to offer any study spaces at this time.

These services will be regularly reviewed. They may be subject to change at short notice, in response to changes to current Government and University guidance, and to staff availability. Please check the homepage of our website at https://www.phil.cam.ac.uk/library for regular updates.

For information about the central University Library – including information about using the reading rooms, about returning library books, and about other “zero contact services” – please visit their website at: https://www.lib.cam.ac.uk/using-library/zero-contact-services.

(12) Can we access the Faculty building?

Not yet, but we will keep you informed as the situation develops. We hope to be able to provide limited access for some in-person supervisions in our building later this term, which will need to be booked by supervisors.

(13) Who should we contact if we have questions?

You’re bound to have questions about these new arrangements. Make sure you read through this document, and the associated documents, carefully. Play around on Moodle; enrol on the course pages for the various Papers you’re taking this year; go and explore!

If you still have questions after that, then there are various people you can contact:

- For questions about arrangements in your College (especially questions concerning College supervisions), please contact your Director of Studies.

For questions about arrangements in the Faculty (rather than in your College), please contact one of the following people:

- For general administrative queries, please contact the Faculty Office (phil-admin@lists.cam.ac.uk).

- For general queries about teaching in the Faculty, please contact the Undergraduate Co-ordinator: for Michaelmas Term, this role is being performed jointly by Dr. John Filling (jf582@cam.ac.uk) and Dr. Jessie Munton (jm2200@cam.ac.uk); for Lent and Easter Terms, it is being performed by Dr. Jessie Munton (jm2200@cam.ac.uk).

- For queries about specific Papers, please contact the relevant Paper Co-ordinator; a list can be found here: https://www.phil.cam.ac.uk/people/Paper_co-ordinators/view.

John Filling
Undergraduate Co-ordinator
Faculty of Philosophy
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