

FACULTY OF PHILOSOPHY

MAIN GUIDANCE DOCUMENT FOR STUDENTS

Undergraduate Teaching and Support Arrangements Michaelmas Term 2020-21

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?

All Faculty teaching will be online for Michaelmas Term. This means that all lectures, discussion groups and logic classes will be online. These arrangements will definitely be in place throughout Michaelmas Term, and will be reviewed throughout the year. Some Faculty teaching might take place in person later in the academic year, but only where it is safe to do so. (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 all online teaching. 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"). All students at Part IA (i.e. first years) will be automatically enrolled on the Moodle pages for their Papers. All students at Parts IB and II (i.e. second and third years) must "self-enrol" for their Papers; each of these students will be eligible to enrol on the Moodle pages for any of the Papers for their year group. In addition to all this, 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").

It is essential that second- and third-year students enrol on Moodle for all the Papers they are taking this year. (First-year students don't need to do this since they are automatically enrolled on the appropriate pages on Moodle.) If you're unsure of the Papers on which you should enrol, ask your Director of Studies. If you're still deciding which Papers to take, then enrol on all the relevant Moodle pages to begin with; you can unenroll later.

You need to use Moodle because this is where you'll find most of the information about teaching this year. 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/current-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; it will be released no later than the time slot on the lecture list (and may even be released earlier), and will remain available throughout the academic year.

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/current-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 Zoom 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.

Please note, it can be difficult to log in to Moodle during periods of peak activity. This usually occurs on or around the hour, as students log in to access links to live teaching sessions. Also, Moodle sessions time out after two hours. Please bear these issues in mind. Don't leave it to the last minute to log in. And don't assume that, just because you were logged in earlier, you'll still be logged in later.

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 reminders about recording policy, including an opportunity to consent to being recorded (see point 8, below), and reminders about general norms of discussion (see the Faculty's Guidelines for Discussion in Teaching and Research, here: <https://www.phil.cam.ac.uk/current-students/good-philosophical-discussion>). Session leaders might propose further ground rules.

(5) There will be no in-person sessions in Michaelmas Term

There will be no in-person Faculty teaching in Michaelmas Term. This applies to all lectures, discussion groups, and logic classes. (Supervisions are separate, since they are organised by colleges. Contact your DOS about them.) It is possible that there might be in-person Faculty teaching later in the year. Please be assured, this will only go ahead where it is safe to do so.

If it does go ahead, you will be notified. You will also be notified of the procedures to be followed. At the time of writing, at least the following procedures would be in place, but these might change.

All participants are 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; the University 'recommends the use of face coverings for indoor meetings and teaching sessions lasting longer than 15 minutes even where it was possible to observe the appropriate social distance (2m)':
<https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/wear-a-face-covering>
- 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 are 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?

As noted above, there will be no in-person Faculty teaching in Michaelmas. However, it's possible that in-person teaching might resume later in the year. If so, then it's possible that some of us might not be able to attend those in-person sessions. 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 under 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 (v) 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 pre-recorded session or a "live" online webinar.

All pre-recorded sessions will be available throughout the academic year. They will be posted to the relevant course page on Moodle (e.g. "Part IA Paper 1 – Metaphysics").

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. In some cases, it might also be possible to get access to a recording of part or all of a "live" online session: see point 8, below.

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.). If any supplementary materials are produced then they will either be archived on this "special permissions" page or, if the session leader decides to make all materials available to all students, they will be posted to the general "course page". Either way, students with special educational needs will have access to all available materials.

Anyone with a "Student Support Document" (SSD) from the University's Disability Resource Centre (DRC) will be eligible to access the "special permissions" page on Moodle. 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, or ask for recordings of, "live" online sessions?

It depends. If you have a right to a recording, then the answer is: yes. If you don't, then the answer is: maybe.

If you have special educational needs and your Student Support Document (SSD) recommends that you be permitted to record, then you have a right to a recording. (Please note, all recordings remain subject to University rules; see below.) Any student entitled to a recording will have access to recordings; they might be posted to the relevant "course page" on Moodle, or to the "special permissions" page, or they might be emailed directly to the relevant students.

If you don't have a right to record (i.e. you don't have special educational needs, or you do have such needs but your SSD does not recommend you be permitted to record), then you can only receive a recording if you have permission from the session leader and consent from all relevant participants. Recording of live teaching sessions by students in this category 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. It's up to the session leader (and others who participate in the session) to decide whether permission should be granted (and if it is granted, for which parts of that session).

If you don't have a right to a recording, you might still want to request a recording. The guidelines outlined in the present section apply when you want to request a recording in advance of the relevant sessions. (If you want to request a recording after a session has occurred, follow the guidelines under point 9, below.)

To make an advanced request for a recording, you should write to the academic session leader. Your message needs to follow a particular format: (1) the subject line of your email should be entitled "Request to make or receive a recording", followed by the name of the lecture series; (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 Paper and lecture series for which a recording is requested, and (v) the grounds on which the request is made. Note, you must supply a good reason when you request to make or receive a recording. On what counts as a good reason, see point 9, below.

Permission will only be granted if all participants (including the session leader, and any others who are expected to participate) agree. Participants have a right to withhold their consent. If permission is granted, strict conditions then apply: recordings are governed by University rules which outline the usage permitted, ownership and retention of recorded material. For the University policy, which is subject to disciplinary and other penalties, see here:

<https://www.educationalpolicy.admin.cam.ac.uk/supporting-students/policy-recordings>.

If permission is declined, then students must not record the session. This means you can't record at all, either through the online teaching platform itself, or through some other means (e.g. through a smart phone). Additional supporting materials may still be made available: these may include handouts, slides, readings, and transcripts.

(9) I missed some online teaching due to extenuating circumstances. What should I do?

If you don't have a right to a recording, but miss a live online webinar due to genuine extenuating circumstances, it may still be possible for you to get access to recordings of any sessions you missed. Note, such access cannot be guaranteed: it will depend on the reasons why you missed the material the first time round, and on whether the session leader made a recording. In most cases it will be up to the session leader to decide whether to give you access to any recordings, and for how long. If you don't have a right to a recording, session leaders are entitled to withhold their consent.

The guidelines outlined in the present section apply to cases where you want to request a recording after the relevant sessions have taken place. (If you want to request a recording before a session has occurred, follow the guidelines under point 8, above.)

To make a retrospective request for a recording due to extenuating circumstances, you must do two things. First, contact your Director of Studies, to explain why you missed the sessions and to ask them to support your request. Secondly, you should contact both: (a) the leader(s) of the session(s) in question, and (b) the Undergraduate Co-ordinator: for Michaelmas Term, this is Dr John Filling (jf582@cam.ac.uk); for Lent and Easter Terms, Dr Jessie Munton (jm2200@cam.ac.uk). This second message needs to follow a particular format: (1) the subject line of your email should be entitled "Request for a recording due to extenuating circumstances", followed by your Tripos Part (e.g. Part IA); (2) the email must copy in your DOS; (3) 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 specific paper, lecture series, and sessions for which a recording is requested (e.g. "Part IA Paper 2 Normative Ethics Session 4"), and (v) the grounds on which the request is made.

Note, you must supply a good reason when you make such a request. The reasons why you missed the online teaching must be due to some genuine extenuating circumstance (for example, family emergency, or extended and unavoidable loss of internet access). It may be necessary to supply evidence to support your reasons (e.g. evidence of a maintenance request submitted to your College IT department). If you miss online teaching due to reasons other than extenuating circumstances (e.g. poor time management, or a clash between a teaching session and a voluntary extra-curricular activity, etc.), then unfortunately your request is unlikely to be approved.

(10) 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 11, below.

(11) 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>.

(12) 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.

The Philosophy Library team are currently offering 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, where you may have a specific need for a print copy or where reading the electronic version from a screen is especially difficult, e.g. where more than one chapter/article/short extract needs to be read. You may also find the advice in the Reading On Screens LibGuide helpful (<https://libguides.cam.ac.uk/reading>). 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 Government and University guidance, and to staff availability. Please check the Library homepage at <https://www.phil.cam.ac.uk/library> for regular updates.

For information about services currently being offered by Cambridge University Libraries go to <https://www.lib.cam.ac.uk/using-library>.

(13) 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, which will need to be booked by supervisors.

(14) 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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