

## FACULTY OF PHILOSOPHY

### MAIN GUIDANCE DOCUMENT FOR STUDENTS

#### Undergraduate Teaching and Support Arrangements 2021-2022

Welcome back! We are excited to be able to return to at least some in person teaching this year. However, the pandemic continues to have an impact on how we do this, and we will need to remain flexible in our arrangements. All of us – students, teachers, and staff – are learning new ways of doing things. Thank you for your continued patience, your understanding, your good will and your good humour!

We've been working hard to make sure that everyone stays as safe as possible, and that your education remains as high quality as ever. This document describes the arrangements and procedures that are in place this year. Take your time to study and remind yourself of this information. There's a lot to take in, but we hope that over time the basic principles and systems in place will come to feel familiar.

#### ***(1) How will Faculty teaching work?***

In line with guidance issued by the University, the default is that university teaching – lectures, seminars, discussion groups and logic classes - will happen in person this year. This will be reviewed throughout the year, and it is possible that it will need to change, in light of guidance from the University, or Public Health England. (Other modes of undergraduate teaching, like supervisions, are organised by colleges. Your Director of Studies will let you know the details about those.)

There will be exceptions to this: some instructors cannot teach in person because they are at higher risk of infection. Others may be affected by on-going travel restrictions associated with the pandemic, particularly at the start of the academic year or may have to isolate at short notice. In addition, some instructors will choose to retain elements of on-line teaching in their courses for pedagogical reasons. We know that some of you found these features helpful last year, when used in the right way. For all these reasons, some lectures may take place either entirely on-line, or lecturers may choose to couple an on-line element, such as a short introductory video, with an in-person discussion. There is more information how you will access the on-line element in these courses below. The key thing is to check the lecture timetable to see if courses are listed as having an in-person location, or as happening on-line, and to look on Moodle for further information about what form that on-line element will take.

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

This year, like last year, we will be using Moodle a lot, and you need to continue 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.

Remember that 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 handouts, lecture slides, and any pre-recorded lectures and other recordings, or Zoom links for "live" webinars. Enrolling for your courses also allows instructors to message you with important course updates through the Moodle messaging function.

### **(3) How will live in-person sessions work?**

You can find information about the location for your in-person session by consulting the faculty lecture list <https://www.phil.cam.ac.uk/curr-students/lecture-list>. The lecture block nearest the Faculty is being refurbished this year. As a result, some teaching rooms may be further afield than you are used to, so make sure to check in advance.

You can help mitigate the risk of transmission by leaving as much space around others as possible. Avoid overcrowding in corridors by waiting outside the venue rather than inside where possible until it is time for your session to start. Once inside, you should spread out where possible. Increased ventilation also minimises the risk of transmission so open windows where feasible, and dress warmly! Let the instructor know if you have particular accessibility needs which require you to be seated somewhere specific (e.g. close to the front) so that they can help with that.

We ask that you please wear a face-mask during in-person lectures, unless there are specific reasons why you cannot. We know that you are able to spend time with your peers without masks in other contexts, however, wearing a mask in lectures will help make others comfortable attending lectures who may be at higher risk than you are. It will also help keep your lecturers safe and healthy, and able to continue to deliver in-person teaching. Ventilation safety risk assessments for teaching rooms assume that students wear face-masks.

### **(4) How will "hybrid" and on-line courses work?**

As described above, some teaching sessions will take place wholly or partly on-line. This might take one of three forms.

#### **i. A live on-line teaching session over Zoom.**

If a session is scheduled to take place on-line over zoom, this will be included in its listing on the lecture list. 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, 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/curr-students/good-philosophical-discussion>). Session leaders might propose further ground rules.

It is possible that a session may need to move on-line at the last minute, for instance, because an instructor needs to isolate. If this happens, the instructor will email you.

**ii. A pre-recorded video**

If a lecture is available as a pre-recorded video, 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.)

If lectures are available in a pre-recorded format, it is important to stay on top of watching them at regular intervals. Don't make the mistake of thinking you will have time to catch up on a year's worth of lectures in the Easter term.

**iii. A mixture of live and pre-recorded elements**

For pedagogical reasons, some instructors may supplement live in-person teaching with pre-recorded video or audio clips. If this is the case, the instructor will post this information on the Moodle page for the course, and you should be able to access the pre-recorded elements in the manner described above.

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

In some cases you may be unable to attend an in-person session. This has always been a fact of life even before the pandemic, but the on-going impact of COVID-19 makes it more likely that there may be obstacles to attending in-person sessions, for instance because you need to self-isolate. We have some measures in place to help mitigate this.

Where possible, instructors are expected to make recordings of lectures, either audio or video, and to upload them on to Moodle. There may be some exceptions to this, for instance if the content of the lecture is sufficiently sensitive, or if recording equipment fails. If the instructor is able to make a recording, this should be uploaded within 48 hours of the live session, and will remain available for the duration of the academic year. You can catch up on the session you have missed by accessing the recording.

It may also be possible for instructors to record interactive sessions like seminars and discussion groups. However, making such recordings require the instructor to gain the consent of all parties and if this is not forthcoming, it will not be possible to record the session. If you have to miss a seminar or discussion group, for instance because you have COVID-19 and are isolating, you should contact the instructor to let them know as far in advance as possible, and to find out what your options are. Make sure to state the tripos part, paper number, time and date of the session missed in your email, and explain your reasons for missing the session. It is possible that they may be able to make a recording of the session for you, or you may be able to join the class remotely over a video link, but this is at the discretion of the instructor.

In all cases, information about whether a seminar is to be routinely recorded, and the circumstances under which you can access such recordings will be available on the Moodle page for that course.

Recordings are governed by University rules which outline the usage permitted, ownership and retention of recorded material. For the University policy, see here: <https://www.educationalpolicy.admin.cam.ac.uk/supporting-students/policy-recordings>. Note in particular that students are permitted to use recordings only for their private study and research. Any other use will be subject to disciplinary proceedings. If the instructor does not give their permission for a session to be recorded, then you must not do so.

In all cases, you are strongly encouraged to attend sessions in person where possible. Doing so has pedagogical benefits for you and your peers. In addition, it will not always be possible for instructors to make recordings (because the lecture may contain sensitive material, for instance, or because of problems with AV equipment), and so you should not rely on being able to access them.

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

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 that is appropriate for your needs (for instance, some lecturers may by default make audio recordings, but your SSD may give you a right to a video recording). The University Disability Resource centre and the Faculty Office should make this known to your instructors, and ensure that your SSD is distributed to them, but you should also always feel free to raise any requirements you may have directly with the instructor of a course, or to ask your DoS to do so. Please note, all recordings remain subject to University rules; see above.

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>

***(10) Can I take part in teaching for a course, even if I'm not sitting the exam for that Paper?***

The short answer is 'yes', you can be added to the Moodle page for that course, and access course materials and lecture recordings in that way. You *may* in addition be able to attend lectures in-person. However, due to the need this term to be particularly vigilant not to exceed the capacity of a teaching room to minimise the spread of COVID-19, we ask that you hold off from attending in-person teaching for courses you are not actually taking, until the instructor has had the chance to see that there is physical space for you to do so, and you have received permission from them.

***(11) Can we access the Faculty library?***

The Philosophy Library plans to reopen on Monday 4 October for in-person borrowing and limited study space. A Click & Collect service will also remain in operation for anyone who is unable or prefers not to come into the main library to browse and borrow. In line with University and Government guidance we strongly encourage you to continue wearing face coverings if you can, regularly sanitise your hands and maintain social distancing where possible.

Services and maximum occupancy levels in the library foyer and reading room will be monitored and regularly reviewed in line with ongoing University and Government guidance and may therefore be subject to change at short notice. Please check the Library homepage (<https://www.phil.cam.ac.uk/library>) for information and regular updates about library services and opening hours.

Please don't hesitate to contact the Philosophy Library team if you have any questions or need any help at all accessing the resources you need for your learning and research and they will be very happy to help. Their contact details can be found at <https://www.phil.cam.ac.uk/library/contact>.

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

**(12) Can we access the Faculty building?**

Please only come into the Faculty if you need to, for instance, if you are accessing the Library, or if you have pre-arranged teaching or meetings with staff or supervisors. Everyone is asked to follow safety measure and guidance when they do so.

**(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](mailto:phil-admin@lists.cam.ac.uk)).
- For general queries about teaching in the Faculty, please contact the Undergraduate Co-ordinator. For Michaelmas Terms this is Prof. Alex Oliver ([ado10@cam.ac.uk](mailto:ado10@cam.ac.uk)) and for Lent and Easter Terms, this is Dr. Jessie Munton ([jm2200@cam.ac.uk](mailto: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](https://www.phil.cam.ac.uk/people/Paper_co-ordinators)

29 September 2021