# Guide and template for deviations from course syllabi

According to the Decision regarding the development of the spread of COVID-19 (reg. no. FS 1.1-677-20), all teaching that involves presence in university premises must be cancelled and replaced with alternative forms of teaching. Furthermore, all examinations and assessment methods that involve physical meetings are cancelled, postponed or replaced by other examination formats that do not include physical meetings. Hence, deviations from course syllabi may be necessary at short notice.

On 17 March, the Vice-Chancellor decided to allow deviations from course syllabi to prevent further spreading of COVID-19. The decision is valid from 17 March until 7 June 2020. Only the person who normally makes decisions on course syllabi and examination is allowed to make decisions of necessary deviations and must ensure that the decision is well-documented and archived. See reg. no FS 3.1.4-667-20.

Deviations from course syllabi both regarding forms for teaching and assessment can be necessary for spring semester 2020 course dates. Please note that any necessary changes must, to the greatest extent possible, be closely in line with the original course syllabus.

### When deviations from the course syllabus are made, the following should be considered

* Deviations must be designed to allow for awarding of expected credits even if the forms of teaching, obligatory course elements and forms for assessment have changed.
* Obligatory assignments and assignments for examination that cannot be completed as expected, must be replaced by other assignments.
* Prior to a decision of deviation from a course syllabus, a student representative must be consulted, if possible.
* All deviations from a course syllabus must be documented using the template below and be entered into the registry without delay.
* The decision to make deviations must be communicated with the students concerned in such a way that it can be ensured that they have received the information.

*(Below is a template for decisions on making deviations from course syllabus. Text in italics must be replaced with relevant data.)*

# Decision to make deviations from course syllabus

On 17 March, the Vice-Chancellor decided to allow deviations from course syllabi to prevent further spreading of COVID-19. The decision is valid from 17 March until 7 June 2020. [See reg. no FS 3.1.4-667-20](https://www.umu.se/en/legal-framework/first--and-second-cycle-education/deviations-from-course-syllabus-to-prevent-further-spreading-of-covid-19/).

On account of this, the Department of *XX* have decided to make deviations from the course syllabus for *YY* with the course date *course date, and course code*.

Instead of what is stated about teaching and assessment in this course syllabus, the following is applicable for this course date:

1. *state what deviations have been made and what is new*
2. *state for what period these deviations apply*
3. *state how students have been informed of the deviations.*

This decision was made by *(can only be done by the function that usually decides on course syllabi)*.

Umeå on

Signature

### Dispatched to

*State parties involved in the course, for instance lecturers, study administrators and students.*