



# **Addendum to the PHBS-UK Student Protection Plan Contingency plan for teaching and learning for taught students 2021/22 in light of Covid-19**

November 2021

The UK Campus of Peking University HSBC Business School (PHBS-UK) has continued to take steps throughout the period of the Covid-19 pandemic to ensure it is able to maintain continuity of study for students in a range of possible future scenarios. Based on the current position outlined by the UK government and learning lessons from the academic year 2020/21, the UK campus has planned to deliver enhanced hybrid education for delivery of its teaching during 2021/22. This is primarily face-to-face delivery with online sessions where it provides the best educational experience and/or risk assessment of spaces required. Most assessments will be online.

The reasons for this model are:

1. Revised Department of Education guidance (6 July 2021) sets out key principles for HE providers and these have been reflected in our Covid-19 Policy. Efforts should continue to reduce the risk of transmission where possible and maintain contingency plans to deal with any identified positive cases or outbreaks. There remains a legal responsibility to protect workers and others from risk to their health and safety from COVID-19.
2. The UK Campus spaces have been set out in accordance with the basis of point 1.
3. Sessions will be timetabled for delivering tutorials/workshops teaching assuming social distancing protocols are no longer required and allowing for appropriate space and ventilation.
4. Where lectures cannot be safely timetabled, they will be delivered online, by podcast, etc.
5. Summative assessments have been reduced wherever possible, primarily using coursework and/or open book take-home examinations (available over a minimum of a 24-hour window). In rare instances, timed examinations could be administered within a 24-hour window.
6. Based on our continued aim for a return to a campus experience for our students, we are not providing online-only teaching for 2021/22. This will only be revisited in the case of scenarios outlined in the next section of this plan.

## **Scenarios and contingencies**

Our experience of hybrid learning allows us to continue to plan for contingencies given the still unpredictable nature of the Covid-19 pandemic as outlined in scenarios below. While we have reasons to be optimistic, we have continued to scenario plan to deal with any outbreaks or changes to government requirements, such as local lockdowns. In these scenarios, we are

working on the assumption that any lockdown would be local rather than national. In the case of a local lockdown, we anticipate expecting students based in School-owned accommodation to remain there. We will work with our student community to facilitate options that are afforded to us.

#### *Scenario 1 Reintroduction of restrictions affecting face to face teaching*

This scenario covers a range of possibilities where the government asks educational settings to take precautions to limit the transmission of the virus, such as the reintroduction of social distancing in the classroom environment. Following a reassessment of the capacities of our teaching spaces, we would seek to maintain as much face-to-face delivery as possible while minimising disruption for students by minimising timetable changes mid-semester. Sessions that are unable to be delivered in person would be delivered online. If such restrictions allow for the delivery of practical sessions, we will continue to prioritise this form of face-to-face delivery.

#### *Scenario 2 Lockdown for 1 – 7 weeks*

We will cease all face-to-face teaching and delivery of teaching for the majority of courses will take place online. Courses with more specific requirements for teaching and delivery will be reviewed to confirm whether continuity of study can be maintained during the anticipated period of lockdown. All assessments will be conducted online, which has been the plan in the hybrid education as stated above. More blended provision would resume after the lockdown has been eased by the government.

#### *Scenario 3 Lockdown for 8 – 15 weeks*

In the case where the lockdown period was to last for 8 – 15 weeks stretching over a full semester, the School will review the impact on delivery, on a course-by-course basis. Courses would be able to continue to be delivered for a further period utilising online approaches. This may result in a change to delivery dates and timings. In the case where lockdowns are continuing to be enacted beyond Semester 1 2021/22 we will review the timescales for delivery of hybrid learning with the possibility of extending to Semester 2. The School regulations would be considered to ensure that students were not disadvantaged by the impact of a further period of lockdown. Any proposed emergency amendments to the regulations would be developed in collaboration with Students' representatives and fully communicated to students once approved through the appropriate governance channels.

#### *Scenario 3 Lockdown for 16 – 40 weeks*

This is a scenario where lockdown could potentially last the whole academic year covering both semester 1 and 2. Courses would be able to continue to be delivered for a whole academic year utilising online approaches. This may result in a change to delivery dates and timings. In the case where lockdowns are continuing to be enacted beyond Semester 1 and 2 of 2021/22, we will review the timescales for delivery of hybrid learning with the possibility of extending to summer 2022.

#### *Scenario 4 Large scale sickness and/or isolation of teaching staff*

In this Scenario the School would enact the following contingencies:

- a) Continue to offer teaching by cover from other staff
- b) Continue to offer teaching by recruiting temporary staff
- c) Pause teaching for a short period of time (i.e. 10-14 days) to allow for recovery and this would be made up through local arrangements, discussed with students e.g. concentrated hours in remaining weeks
- d) Cease teaching of the module(s) for the remainder of the Semester and restart in the next Semester to be taught alongside planned modules. This will require careful management of workload for students and staff.
- e) In the case where workloads would exceed reasonable hours for the following Semester,

regulations would be reviewed to assess how progression/completion could be achieved without completion of the full number of requisite credits.

f) In exceptional cases, courses may need to be suspended and restarted the following year.

g) The introduction of emergency regulations will be considered and communicated to students.

#### Review

The Covid-19 pandemic remains an unstable situation, we will seek to keep up with changes as they develop but within a reasonable timeframe. This plan will be reviewed regularly.

#### Publish

This plan will be published alongside the Student Protection Plan in the website of the UK Campus. Any updates following review will be communicated to students.