
Non-face-to-face Class Operations against COVID-19 Infection

(Notice for Students (including Chinese Students Currently Overseas))

1. Academic Schedule

- A. Semester Dates: Monday, March 16 – Friday, June 19
[14 weeks; 15 lecture hours per credit]
- B. **In-class activities are suspended and non-face-to-face classes will be held until Sunday, March 29, 2020**, and it may be extended depending on the COVID-19 situation. During this period, SNU strongly recommends all members to refrain from coming to school or conducting any other types of group activities.
- C. **Non-face-to-face classes can be held as follows:**
 - a. Real-time online lecture;
 - b. Video-recorded lecture provided through eTL;
 - c. Assignment and debate; etc.

2. Substitute Courses for Chinese Students Currently Overseas (who have not entered Korea due to the current travel restrictions)

- Under the SNU instructor's approval, Chinese students currently overseas (restricted entry to Korea) may take Korea National Open University (KNOU)'s undergraduate courses.
 - a. SNU is currently checking the list of substitute courses available with the instructors.
 - b. When the list is confirmed, SNU will contact the corresponding Chinese students to see if they are willing to take the alternative course during their overseas sojourn period.
 - c. When students wish to apply for the substitute courses, SNU will arrange and assign them with ID and password used for KNOU courses.
 - d. Exams and grading will be assigned by the SNU instructor.

3. Course Override Instruction

- A. Course Change Period: Monday, March 9 – Friday, March 20
- B. Course Override Instruction (Non-face-to-face)
 - a. Student contacts instructor to ask for an approval through e-mail → Student submit the override form with its proof on approval (e-mail, messenger, etc.) to department office that opens the course on a non-face-to-face basis.
 - or b. Student contacts instructor to ask for an approval through e-mail (online) → Instructor selects the finalists → Instructor forwards the list to the department office.
- * Course override instruction may vary by course, so please check with each department office in advance.

4. Non-face-to-face Class Operations

- A. Class Dates: Monday, March 16 – Friday, June 19
- B. Types of Non-face-to-face Classes
 - a. Real-time online lecture (through conference call/video call softwares, such as ZOOM)
 - b. Video-recorded lecture (through eTL)
 - c. Preexisting SNU online lecture (SNUON) and K-MOOC
 - d. Class with assignments and debates (through eTL)
- C. Attendance
 - a. (Real-time online lecture) Attendance can be checked through eTL or ZOOM.
 - b. (Video-recorded lecture (including recorded lectures of the instructor, SNUON, SNU K-MOOC resources)) Attendance can be checked through eTL.
 - c. (K-MOOC resources of other universities) Proof of course completion should be submitted to the instructor.
- D. Exam: Instructor notifies students of the exam schedule; exams must be held when students gather in one place.
- E. Policies for COVID-19-affected Students
 - a. Students who cannot participate in face-to-face classes (students currently overseas, COVID-19-confirmed patients, and self-quarantine students) can complete the course and exam through online. However, these students must in advance contact the instructors to discuss its specifics.
 - b. Chinese students currently staying overseas (restricted entry to Korea) can take Korea National Open University (KNOU)'s online courses, which will be credit-transferred. (Details TBA to individuals)

*** Online Lecture Instruction**

Type		Platform	Exam/Grading	Notes
Real-time Online Lecture		ZOOM (which must be installed in advance); Instructor uploads or sends out the URL to students.	Exams are to be conducted offline; Final exam is mandatory; Midterms can be replaced at the instructors' discretion.	When accessing the URL, students are required to enter their name to claim their attendance; When you enter through eTL, attendance will be confirmed through eTL.
eTL	Video-recorded	Students follow video-recorded lectures through eTL classroom on a weekly basis.		These lectures are to be recorded by each instructor.
	SNUON			
	SNU K-MOOC			
Other Universities' K-MOOC		Students access the K-MOOC website to take the course that was appointed by the instructor and submit the progress report to the instructor (or TA).		Students must check the total number of completed hours, which will be used to acknowledge the class time.

- Attendance

- Real-time online lectures will be given at the class time on the course timetable, and students must enter the system (ZOOM) on time for the same dates and time shown in the timetable; otherwise, it will lead to class absence.
- For eTL lectures, class attendance is acknowledged when students complete each weekly video; additional assignments may be given during the semester.
- For K-MOOC courses, students must take the course that was appointed by the instructor.

*** Class with Assignments and Discussions Instruction**

- Assignment or debate notice will be notified through eTL, and class attendance can be acknowledged when students participate in the activity.

Appendix 1. eTL Instruction

1. Access <http://etl.snu.ac.kr> with your mySNU ID and PW.
2. My page (left-top) → Download → Check the list of all courses you registered for
3. Click on the course to enter eTL classroom.
4. Students can watch videos or SNUON courses or submit assignments through “class activities”.
5. When instructor opens a debate room, students are required to enter it to participate in discussion. (Discussion starting and ending time will be assigned, so students must participate in it within the designated period.

Appendix 2. Progress Report for Other Universities' K-MOOC Courses

Instructor appoints the K-MOOC course → Students join K-MOOC → Students follow K-MOOC course → Students access Progress (진도) tab to check the progress and print it out

- When one class of the K-MOOC course does not fulfill 50 minutes, students will be required to take multiple courses and the total number of running time will be acknowledged as class hours.

(ex.) When completing six 30-minute-long courses, progress will show that you have completed 6 classes. However, since the actual running time is 180 minutes, it will be counted as a course with 3.5 hours, thus acknowledged as fulfilling one weekly requirement (3 hours per week).

FAQ

Q1. How can I follow online lectures?

A1. Online lectures can be held as real-time online lectures, eTL-based video lectures, or K-MOOC. Real-time online lectures will be held at the class time shown on the course timetable, and eTL-based lectures can be accessible through eTL, which will be provided as video-recorded lectures by the instructor, SNUON, and SNU's K-MOOC courses. If you are required to take a non-SNU K-MOOC course, your instructor will provide you with the instruction. In this case, you must take what the instructor appoints you to.

Q2. How do I use ZOOM?

A2. Your instructor will open a live-stream room and invite you. Students do not have to create an ID and PW, but will be required to install the app. If you enter your name when invited, it will be recognized as class attendance.

Q3. What if I cannot join the live-stream class at the class time?

A3. It will lead to class absence. You may be able to watch its recorded video at the instructor's discretion. Any details will be provided by the instructor in advance.

Q4. During the mandatory online class weeks, would there be no assignment or exam?

A4. Assignments may be given by the instructor and any notice will be posted through eTL. Exams must be held with all students being in one place, whose schedule will be notified by the instructor.

Q5. How does eTL debate work?

A5. The instructor can open a debate room in eTL, and when you join the debate, it can be acknowledged as class attendance and your participation may be evaluated.

Q6. What does "14 weeks; 15 lecture hours per credit" mean? Am I required to complete more hours for online lectures?

A6. This means you are required to take 15 weeks of course curriculum within 14 weeks. There are some K-MOOC courses whose individual class runs for less than 50 minutes, in which case the total number of completed hours will be calculated to lecture hours.

Q7. How can I prove my course completion when I am required to take another uni-

versity's K-MOOC course?

A7. You will be required to join K-MOOC website, where you will follow courses and go through evaluation (weekly or final). When you complete the evaluation part, you can print out the progress report through Progress (진도) menu.

Q8. I am an international student and required to self-quarantine myself until after March 16. How do I attend classes in this case?

A8. COVID-19-affected self-quarantine students can excuse their class absences for the quarantine period. However, you must contact your department office or Office of International Affairs (OIA) in advance to inform your self-quarantine period.

Q9. I am a COVID-19 confirmed patient. If I fully recover, can I join the course?

A9. If you are confirmed with full recovery, you can join the course.

Q10. How does the course change and additional registration (override) work?

A10. Course change period has been extended for a sufficient time and you can change your course choice in the same way you did for the regular course registration.

Course override can be requested on a non-face-to-face basis (such as e-mail) and if the request reaches the department office through e-mail, it will be approved.

Q11. Will there be additional support for students with disabilities who may have difficulties following online courses?

A11. Additional measures are currently being discussed between the instructors and Office of Student Affairs, and official notice will be suggested in a timely manner.