



OPERATION CAMPUSES KASK & CONSERVATORIUM IN ACADEMIC YEAR 2020-2021 STUDENT INFORMATION

1 GENERAL

- Wearing a face mask is mandatory on the whole campus.

It is recommended to always have an extra face mask on hand. The reception will also have face masks available, in case of loss, forgetfulness or in case it is torn.

For certain educational activities (e.g. brass instruments class), exceptions can be made to deviate from the obligatory face mask.

- It is crucial to wash or disinfect your hands regularly.

This is mandatory when you enter a room where there are educational activities. There will be hand gel dispensers in many locations on campus. For the majority of the bigger classrooms (auditoriums, studio's, ...) there will be separate disinfecting resources available.

- Try to keep a maximum distance from each other.

It is not possible to assemble or gather on campus before or after class. In each classroom students have to sit diagonally opposite to one another.

- You register yourself upon arrival in classrooms and studio's.

KASK & Conservatorium will work with a registration system with QR codes, which is completely GDPR proof. Students can scan the QR codes with their smartphone at the entrance of several classrooms and studio's. This system will inform you in complete anonymity if a contamination has been registered in your environment.

- Information sheets will be visible at the entrance of each classroom.

These information sheets contain general guidelines regarding safety and hygiene, as well as specific information about the classroom (capacity, ventilation rules, ...). All information on the sheet is available in both English and Dutch.

- What to do in case of a contamination?

It is important that in case of a contamination, you report this as soon as possible to the head of the Prevention, Environment and Welfare department *Frank Claeys* (frank.claeys@hogent.be) and/or the prevention advisor-occupational physician *Mathieu Versée* (mathieu.versee@cohezio.be).

Please report this as well to KASK & Conservatorium through schoolofarts.afwezigheden@hogent.be.

Don't forget to certify your absence at the *student affairs office*. Of course, contaminated students aren't allowed to participate in physical activities on campus. In case that there is a cluster of contaminations in the school community, Hogeschool Gent will take appropriate measures.

- Students in risk groups

Please contact your *study path coach* to enquire if certain individual education and examination measures are applicable for you.

- Point of contact

For candidate students and students with informative questions concerning the operation of our school, the point of contact is your study path coach.

Students with ideas or suggestions concerning the organization of our campus or students who want to organize something, can contact the coordinator of the student affairs office department pascal.desimpelaere@hogent.be.

2 COLOR CODES

GREEN Normal

Everything is as normal and there aren't any adjustments. The chance that we are in this color code the upcoming months is relatively small.

Occupancy rate on campus: 100%

YELLOW High Density Campus

The amount of students on campus will be reduced. Everyone will be able to have class at certain moments on campus, priority goes to all practical courses and courses for new students in the first bachelor year and master students.

Occupancy rate on campus: 80%

ORANGE Medium Density Campus

We will attempt to organize the main practice on campus, to the fullest possible extent. Theoretical and auxiliary practical courses will be organized online.

Occupancy rate on campus: maximum 20%

RED Low Density Campus

In consultation with the teachers of each educational program, we will examine which students still have access to the campus.

Occupancy rate on campus: maximum 10%

3 PRACTICAL

- Enrolment

We want to ask prospective students and students to register as soon as possible. Because various classrooms have limitations in terms of capacity, it is necessary to gain insight into the number of students, sooner than usual, so that we can guarantee a smooth start-up for everyone. This academic year, you will also receive your personal class schedule after your enrolment.

- Student cards and access buttons

New students receive their student card during the reception activities. For all other students, the student card will be presented *at the reception* once you have received a confirmation email of your enrolment.

The student card *for music students* can be picked up at the

Biezekapelstraat reception, campus Grote Sikkel.

The *other students* can pick up their student card at the *reception Pasteurlaan – Cloquet, Bijlokecampus.*

Until last academic year, the student card of many students also included access rights to various rooms (via the *salto system*). This will no longer be the case. These students can collect a *separate access button* at the reception, together with their student card. New students can get their personal access button at the reception on presentation of their student card.

- Class schedule

In the academic year 2020-2021 a new class schedule software will be implemented, namely *ASIMUT* (asimut.com). This software will provide personal class schedules for students and teachers, as well as a new reservation system for (rehearsal) rooms. From September 18th on you will be able to consult your personal class schedule on *ASIMUT*.

4 THEORETICAL AND PRACTICAL CLASSES

- How will the classes be organized?

For optimal use of the classrooms, all classes will be spread throughout the day *from 8:30 am to 8:00 pm*. As long as we are not in code GREEN the occupancy rate of the classrooms will be divided in two. Some courses will be organized on off-campus locations in the neighborhood.

- Code YELLOW

All classes will continue and independent work on campus will be possible, depending on the specific measures per educational program. The *possible length of a class* depends on the ventilation capacity of the room. Therefore, there are 2 standard schedules of organization:

- (1) *120 minutes of class* followed by *30 minutes of obligatory ventilation*
- (2) *90 minutes of class* followed by *60 minutes of obligatory ventilation*

Most of the courses will fit into schedule (1), 120 minutes class and 30 minutes ventilation break. This is the standard. However, the exact length could vary per course.

To the extent possible, *fixed individual workspaces* will be provided in the programs which do so normally. For more information about the specific operation of your main practice, contact the responsible teachers of your educational program.

The *theoretical courses* will be given in a mix of physical and online teaching, because of the limitation in capacity of the classrooms. The specific approach will differ across courses. Courses from the first bachelor year and theoretical master seminars will be given priority access to on campus locations.

All *electives and minors* will be organized. In code **YELLOW** the electives and minors will be organized on campus to the extent possible.

- Code ORANGE

The class schedule is predominantly kept in the original state (of code **YELLOW**). The *auxiliary practical components* of your educational program will for the most part no longer be organized on campus. The limited capacity on campus is predominantly reserved for the main practice.

Moreover, all the *theoretical courses* will be organized exclusively online.

All *electives and minors* will be organized. In code **ORANGE** the electives and minors will be organized exclusively online, similar to the period of March-May 2020.

• Code RED

Code RED is mostly identical to code ORANGE, but there will be even less activities on campus. In consultation with the teachers of each educational program, we will examine which students still have access to the campus.

5 INTERNSHIPS AND ARTS IN PRACTICE

Internships and Arts in Practice will take place to the extent possible. We advise students to *start searching as soon as possible* at the beginning of the academic year for an interesting internship/Arts in Practice.

In case that the circumstances make it impossible to find a suitable workplace, a *customized solution* will be looked for together with the involved student.

6 EXTRA MUROS ACTIVITIES

In code YELLOW single day and multiple-day excursions within Europe remain possible. However, we will always apply the necessary safety measures. Teachers will further communicate about the concrete approach of these excursions.

7 STUDENTS GOING ABROAD

Students who want to go abroad during the *first semester*, can only depart under the following circumstances:

- (1) The current measures allow students to go abroad.
- (2) There is an agreement with the foreign partner institution.
- (3) The mobility stays within Europe.

Mobility outside of Europe is not allowed during the first semester. We can deviate from the rule in exceptional cases only, but this has to be requested first at the Student Mobility desk (els.moens@hogent.be).

The guidelines and agreements concerning student mobility in the *second semester* will be further discussed during the course of the first semester.

This year it is of great importance that all students, even those going abroad at their own initiative, *register themselves*. This way we will have an overview of all the students who are located abroad the coming academic year.

8 STUDENT SERVICES AND ARTISTIC ACTIVITIES

Artistic activities will be organized as much as possible, depending on the current color code, measures and agreements. For more information about which activities will take place and how they will be organized, you can consult the usual communication platforms.

• Student affairs office

Code YELLOW and ORANGE

The student affairs office will be operational on campus.

Code RED

The student affairs office will only be accessible online.

• Library

Code YELLOW

The libraries are accessible for students and 50% of the seating capacity may be used.

Code **ORANGE**

The libraries are not accessible for students. The lending services will proceed through reservations and pick up/return by appointment.

Code **RED**

The libraries are not accessible for students. The lending services will proceed through reservations and pick up/return by appointment and will be reduced to 3 days per week.

- Lending services

Code **Yellow**

The lending services will remain in regular operation. Lending therefore remains possible.

Code **ORANGE** en **RED**

The lending services will adapt to the applicable measures. Lending therefore remains possible, but to a limited extent and only by appointment. The concrete operation will be further communicated by the lending services themselves.

- Food & drinks on campus

The *kitchens* on campus will not be used, or only to a limited extent. It is not possible to eat in the kitchens.

KASK café and *MIRY café* are open in code **YELLOW**.

The student restaurant in building Pauli on the campus Bijloke will reopen on Monday September 14th. Student restaurant De Wijnaert will remain closed.

Code **YELLOW**

Maximum 50% of the seating capacity will be used. Social distancing and face masks are mandatory during cueing and all other displacements in the restaurant. There is a time limit in the restaurant of maximum 30 minutes. Students are also expected to disinfect their own table after use.

Code **ORANGE**

The restaurant will be open depending on the occupation of the campus. There will be a limited menu of soups and sandwiches.

Code **RED**

In this case the student restaurant will be completely closed.

The restaurant will be a completely *cashless* environment. You can pay with your student card (the fastest and easiest option), debit card, Maestro, Visa and MasterCard. *Contactless payment* will also be possible.

More information concerning the student restaurants will be communicated by the *board of student facilities (STUVO)*.

- Project week

The project weeks (November 9-13th 2020 and March 15-19th 2021) will take place regardless of the color codes. Of course the specific implementation of the week could differ, depending on the applicable color code.

• Course specifications

The information concerning the education methods, specific organization and evaluation per course will be published in the course specifications on September 21st.

The course specification, as consultable on the website, is the *organization of the course in code GREEN*. Deviations from this organization in code **YELLOW**, **ORANGE** and **RED**, will be communicated by the teachers in Chamilo.

9 STUDENTS WHO RETURN / COME FROM ABROAD

All students who return/come from abroad, must consult the website of the ministry for Foreign Affairs (diplomatie.belgium.be/nl). According to the color codes of the area they return/come from, quarantine measures and Covid-19 tests may apply.

The return from a **RED** zone mandatory quarantine and mandatory testing

The return from an **ORANGE** zone no mandatory testing or quarantine,
but it is highly recommended to do a test
and to take the quarantine

A return from a **GREEN** zone no implications

Students with the Belgian nationality, a licensed BIS-number or a valid residence permit can have themselves tested for free. For more information: paul.lamont@hogent.be.