



Fact sheet

Use of hybrid classrooms at the UZH

Who is this information sheet intended for?

This information sheet is intended for organizers and members of the teaching staff who use the infrastructure of the hybrid classrooms for courses and other events.

It also provides information for students and other participants in the events.

Definitions

Hybrid classrooms are rooms in which people are connected from outside (remotely) and can interact with the people in the room via the video and audio channel. The people speaking in the room – as well as the media and presentations shown on site – are visible and audible to the remotely connected participants.

This is made possible by special ceiling microphones and two cameras, one of which is installed at the back of the room and films what is happening in the front area, while a second camera captures the participants from the front. It is possible to switch between the two cameras in auto mode (camera automatically follows the person speaking) or manually.

The connection between the on-site and remote participants is established with a common video conferencing tool such as *MS Teams* or *Zoom*.

The technology is easy to operate and can be used without assistance (see below for details).

Hybrid rooms at UZH

The following **classrooms** in the UZH joint teaching area are currently specially **equipped for interactive hybrid settings**:

- Center: KOL-H-309 (32 seats) and KO2-D-54 (40 seats)
- Oerlikon: BIN-1-D.22 and BIN-1-D.25 (25 seats each)
- Irchel: the furnishing of rooms Y27-H-35/36 (30 seats) and Y35-F-47 (24 seats) is scheduled for the the spring semester 2025

Data protection aspects

Duty to inform

The two cameras can record all people present in the room. There are no seats in the room in which you cannot be filmed. When operating in auto mode, the cameras focus on the area of the room in which the person speaking is located.

As such, lecturers and organizers must observe the following **rules**:

- The **participants on site** must be informed at the start of the event that the remote participants can see everyone in the room and hear their contributions.
- The **remote participants** must be informed that they are visible to the participants in the room via the video layout of the meeting. The use of a blurred background or an individual background image is therefore recommended.

Recording of events

The events can be recorded in the video conferencing tools. Hybrid settings are characterized by interactivity, where all participants can see and hear each other. It is therefore advisable to limit recordings to lectures. The recording may only be made available to enrolled students or registered participants on closed platforms (e.g. OLAT).

Before a recording is started, all on-site and remote participants must be informed. They must also be informed about the **intended use** and the **retention period**.

Retention of records

Any recordings of events must be used sparingly.

The organizers or lecturers are responsible for the careful and data protection-compliant handling of the recordings. In the case of **courses**, lecturers must ensure that the recordings are deleted after six months or after the period necessary for the completion of the course (e.g. examination has been concluded). For **other courses**, the organizers must delete the recordings as soon as it is no longer necessary to make them accessible to the participants.

Furthermore, lecturers decide how students may use the recordings (e.g. making them available on OLAT for the next examination)¹. Further dissemination – in whatever form, in whole or in part – is generally not permitted without the consent of the lecturer and the recorded students. This may result in disciplinary action or civil or criminal prosecution.

Technical information

Even if the hybrid system is easy to set up and operate in these rooms, it is advisable to get to know and test the system before using it for the first time.

Brief instructions for commissioning and using the hybrid system are available in the rooms.

Important requirement for your laptop: The hybrid system is connected to your own device via a USB-A cable. If your laptop does not have a USB-A port, you will need to bring an appropriate adapter.

The video conferencing software should only be started when the system is connected.

¹ If recordings are made, it is possible that they may not function or not function properly due to technical faults and therefore cannot be made available or can only be made available in part. Constant availability cannot be guaranteed for technical reasons, among others. Students and other participants can therefore not rely on a recording of the event being available to them without disruption. If participants decide not to attend the event and take their own notes, they do so at their own risk.

You should be familiar with the video conferencing software and know where and how to select the audio and video channels. The camera device, the microphone device and the loudspeaker device of the hybrid system must be selected and activated in the video conferencing software.

Teaching suggestions

General information on the didactic aspects of planning and implementation of interactive hybrid settings can be found on the [Teaching Tools](#) platform.

Hybrid settings are characterized by interaction in all directions: The people on site interact with the participants who are connected remotely, and vice versa. The live transmission of an event (streaming) to other rooms therefore does not constitute a hybrid session. Since the exchange between the participants is essential, the recording of the event is not the main educational focus.

More complex settings (such as mixing groups with on-site and remote participants) should always be tested or developed together with the students. The more complex the teaching setting chosen, the greater the preparation and implementation effort and the greater the need for additional infrastructure (e.g. second end device) and assistance.

Notes on room reservation

If you would like to use an interactive hybrid room for the duration of a course, please communicate this during the registration process, i.e., to the person responsible for coordinating courses at your institute (Fachreferierende), who will forward it to the Room Allocation Services when booking the room.

If you would like to use an interactive hybrid room for a single event, please indicate so in the comment field of the reservation form.

The availability of hybrid rooms cannot be guaranteed.

Contact points

If you have any questions about using the hybrid rooms, please contact the Educational Development Office (info@le.uzh.ch).

If you have any questions regarding the operation of the hybrid rooms, please contact the local event services (Veranstaltungsdienst)²:

- Center: +41 44 634 22 22 / hoersaaldienst@bdz.uzh.ch
- Irchel: +41 44 635 44 03 / veranstaltungsdienst.irchel@bdi.uzh.ch
- Oerlikon: +41 44 635 71 15 / betrieb.oerlikon@bdz.uzh.ch

The Data Protection Division (privacy@rud.uzh.ch) is available to answer any questions relating to data protection law.

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Educational Development and Data Protection

² Test appointments or briefings on the technical equipment must be coordinated in advance and cannot take place at short notice before the start of the event.