

The Faculty Board is responsible for the management and organisation of the faculty in terms of teaching and research. This includes the planning and logistics of the teaching and examinations. In view of the developments around the coronavirus, the Executive Board feels the need to provide all the Faculty Boards with the University-wide principles listed below.

These principles were formally adopted by the Central Crisis Team on 18 March 2020. The adjustment for exam preparation time of 20 March 2020 has been included in this version.

PRINCIPLES FOR REMOTE TEACHING

1. The central principle is: confidence in the study programme and the course teacher / course coordinator / examiner

Working from home imposes limits and there are many challenges. Our message is: keep it manageable. This also results in the 80/20 rule for the guidance provided by the Project Team. If we keep our focus on what is possible and realistic, we also avoid wasting too much time and energy on aspects that are difficult or impossible to attain. It is important that the Teaching Consultation (OWB) and managers within the faculties have the courage to communicate this. It should also be noted that 80/20 is merely a guideline, because most staff members, especially those who have young children at home and/or are providing informal care for others, will perhaps feel fortunate if they can accomplish just half (50-50) of their work. We can't do everything; we will do our best.

2. The remote teaching and assessment apply to the remainder of period 3 and all of period 4

It has been decided that face-to-face teaching will not be resumed part way through period 4. This means that remote teaching will be the standard format until the end of the academic year. However, the decision that all study programmes and courses will transfer to remote teaching until the end of the academic year does not exclude the possibility that national circumstances and policies will change during period 4: in that case, it will be possible – if so wished – for examinations and resits to take place 'face-to-face' in June. We are still looking at how far the desired learning objectives of practicals can be achieved via remote teaching and/or students can catch up on the practicals later in the curriculum. These questions are not covered by this decision.

3. The primary responsibility for the teaching and assessment lies with the course teacher / course coordinator / examiner, in consultation with the study programme director and the Board of Examiners

The course teacher / course coordinator / examiner is responsible for designing and delivering the course. The Board of Examiners and the study programme director, under the authority of the Vice-Dean, will ensure in the usual way and in consultation that the teaching and assessment meet the minimum quality standards. We must have the courage here to recognise and communicate that over-ambitious quality standards in this unique situation will prove to be unrealistic and impracticable.

4. Every course teacher / course coordinator / examiner who can complete period 3 with the resources available in the coming weeks may do this in his/her own way

Here too, the Board of Examiners and the study programme director, under the authority of the Vice-Dean, will ensure in the usual way and in consultation that the teaching and assessment meet the minimum quality standards.

PRINCIPLES FOR REMOTE ASSESSMENT

5. Every assessment occasion will be notified to students at least five working days in advance

It is important that students have sufficient time to prepare for assessments, even during these hectic times. Teaching staff are expected to take this carefully into account. To offer certainty in this respect, a minimum requirement of 5 days has been agreed. If students are given less than 5 days' notice, an assessment can retrospectively be declared invalid.

6. At present, the broad outlines of the existing Course and Examination Regulations (OER) still form the framework for the remote teaching and assessment

Each study programme has Course and Examination Regulations (OER), which have been drawn up in accordance with the Higher Education and Research Act (WHW) and with the following Leiden University regulations: • the Regulation on the Binding Study Advice; • the Leiden Register of Study Programmes Framework Document; • the Academic Calendar; • the Regulations for Student Registration.

At present, it is not possible to know whether a specific study programme will diverge slightly from some articles in the OER. The same 80/20 rule used for remote teaching will therefore also be applied here. In principle, the current OER forms the framework for the remote teaching and assessment. Here too, the course teacher / course coordinator / examiner is responsible for careful remote assessment in accordance with the OER, and the Board of Examiners and the study programme director will ensure in the usual way and in consultation that the teaching and assessment comply with the OER. Where necessary, they can decide in consultation to make minor derogations from the OER, without being required to record them in meticulous detail.

Pursuant to Article 7.14 WHW, the Faculty Board regularly evaluates the OER and considers, for the purpose of monitoring and, if necessary, adjusting the study load, how much time it takes students to comply. In accordance with Article 9.18 WHW, the Programme Committee will assess the implementation of the OER annually.