GUIDE TO DECISION-MAKING POWERS FOR CHANGES TO COURSES

1. Learning objectives (course, internship) 2. Assessment 3. Final attainment levels 4. Academic and Examination Regulations

FACULTY OF SCIENCE
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BACKGROUND
In response to the measures in place to combat the coronavirus, changes have to be made to the form and content of many of our courses. The purpose of this guide is to give you a clearer idea of the decision-making powers at play and the steps (if any) that need to be taken in relation to the Examination Board, Academic and Examination Regulations, and Directors of Studies as a result of the changes.

PROCEDURE
For each step, use the flowchart to see how the question applies to your course. Any action to be taken should be carried out by the programmes themselves.

Step 1: Learning objectives
Action: lecturer

Does the course still meet the existing learning objectives?

YES

The lecturer has sufficient powers.
Recommendation: apply the peer-review principle and have the changes checked by another member of staff. Notify your Director of Studies of the changes*.

NO

Submit the proposed changes* to your Director of Studies.
The Director of Studies refers to the assessment plan to check whether the changes necessitate adjustments to the programme’s final attainment levels.

*If the course involves an internship, redesign the course with reference to the internship handout.
Step 2: Assessment
Action: lecturer

Has the assessment been changed?

YES

Is this one of the standard alternatives?

YES

Apply the peer-review principle and have the changes checked by another member of staff. Notify your Director of Studies of the changes.

NO

Ask the Director of Studies whether the changes need to be reported to the Examination Board.

NO

No further action required.

Step 3: Final attainment levels
Action: Director of Studies

Do the changes in the course’s learning objectives result in deviation from the programme’s final attainment levels?

YES

The change has to be submitted to the Examination Board.

NO

Power of decision lies with the Director of Studies.
Step 4: Academic and Examination Regulations
Action: Director of Studies

Does the deviation result in a once-only change in connection with the corona crisis?

YES
As this is a once-only change, no further action is required with regard to the Academic and Examination Regulations.

NO
The deviation will result in a structural change. The standard procedure for the Academic and Examination Regulations should be followed (including consulting the Programme Committee).