BACKGROUND

During this coronavirus crisis, lots of measures and procedures are being developed. Updates and other information on these matters are published on an almost daily basis by various bodies. We believe providing everyone at the faculty with all the available information is extremely important, but of course we want to avoid inundating everyone with emails. Students also need the right information at the right time, so they can keep an overview.

This guide is intended to provide an insight into the various subjects of communication and who is responsible for which steps in the process of information provision.

Level 1: cross-programme information

*Actor: (head) Education Office/Vice Dean/Director of Education*

- Is any part of the information programme-specific?
  - YES: Information is submitted to the Programme Director and the Programme Coordinator with the request to forward this information to teaching staff and students. Recommendation: provide tips on further notification.
  - NO: Is the dissemination of the information urgent?
    - YES: Information will be forwarded to teaching staff immediately.
    - NO: Information will be forwarded to Communication & Marketing with the request to publish in a newsletter and on the website Teaching Principles.
Level 2: programme-specific information
Actor: Programme Director/Programme Coordinator

Is the information important to students or lecturers?

- student

Compose a message and publish on Canvas.
Recommendation: for every cohort, create a separate Canvas page so the information can be tailored to this group.

- lecturer

Compose a message and send by email or publish on a lecturers page on Canvas.
Recommendation: for multiple messages in a short period of time, it is advised to group the information in a newsletter.

Level 3: information at the level of the course and/or examination
Actor: Education Office

Is the coordinator and/or the examiner required to make an adjustment that could possibly influence the assessment method or the final attainment level?

- YES

The Education Office sends a message to the course coordinator and/or the examiner with a request to respond to the Education Office, the Programme Director and the Programme coordinator.
Recommendation: refer to the Guide to Decision-making Powers for Changes to Courses.

- NO

The Education Office sends a message to the course coordinator and/or the examiner.
Recommendation: CC the Programme Director and the Programme Coordinator.