

Dear colleagues at MGMT and ECON,

For the scheduling of courses for the coming semester you are asked to report the limitations you may have concerning availability for teaching. The standard rules are described in "The principles for the scheduling of teaching activities at Aarhus BSS", (see document in [Danish](#) / [English](#)). The rules state that teaching "takes place over the duration of 14 or 15 weeks per semester for all courses" and "... takes place on Monday to Thursday from 8:00-18:00 and on Friday from 8:00-16:00. The academic staff is available for teaching in this time period, and exceptions to this due to extraordinary circumstances *must always be approved for the semester in question by the head of department.*"

In order to minimize the number of exceptions, all lecturers and course responsables are asked to think in ways to flexibly work around episodic scheduling issues e.g., by using any or combinations of the following:

- Getting colleagues to substitute for individual lectures/classes
- Rearranging the lecture plan (if several lecturers teach on the same course)
- Streaming the lecture (e.g., if abroad at a conference)
- Recording (parts of) the lecture beforehand.

In instances where this is not possible, you need to get any exceptions approved, and the management of MGMT and ECON have decided that the following cases may be considered as extraordinary circumstances:

- 1) Already scheduled meetings, seminars, conferences, committee participation and other activities related to job position at the department
- 2) Documented health considerations
- 3) Family considerations

If you have any of these extraordinary limitations to your teaching hours, the department management will consider the request, but please remember to give a reason as to why you are prevented from teaching at certain times. The managements of MGMT and ECON will coordinate how the requests for limitations are handled to ensure equal treatment of lecturers across our educational programmes.

Sincerely

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