

# Principles for Teaching Planning at MGMT

## Limitations during the planning phase

- Limitations must be reported beforehand to Christian or Anne and will subsequently have to be approved.
- Approved reasons for limitations include:
  - Documented health and/or family considerations (must be approved by Head of Department)
  - Already planned work-related meetings, seminars, conferences etc. But to the greatest extent possible, we/you must use alternate solutions (switching lectures with another lecturer on the course, online/asynchronous teaching etc.) to avoid unnecessary limitations.
- Once a limitation is approved, it can be added to the planning document. NB: If there are several lecturers on the same course, it must be specified to which lecturer the limitation applies.

## Rescheduling of teaching after the planning phase

As a rule, we do not reschedule teaching since this is inconvenient for students and colleagues alike. This applies regardless of the reason – illness, conferences scheduled after the planning phase etc.

If you are unable to teach at the scheduled time, we must avoid moving the lectures to the greatest extent possible, and instead consider alternative solutions, such as:

- Ask a colleague to teach the lecture(s) in question
- Switch the topics of lectures if the course has more than one lecturer
- Have the lecture online synchronous
- Have the lecture online asynchronous with a video
- Make alternative solutions such as one or more short videos, thorough reading guide, slides with written or oral comments.

**NB: In case of illness, you are NOT obligated to compensate for cancelled lectures – and not at all while you are ill. In case of long-term illness, it is important to contact the relevant coordinator or the Deputy Head of Department for Education so that a more permanent solution can be found.**

## Next step

Regardless of the reason and which solution is chosen, it is important to inform the study secretary, so the necessary changes can be made to timetable.au.dk.

In all cases that cannot be solved by any of the solutions above, the lecturer or the study secretary must contact the Deputy Head of Department for Education before the planning office is asked to reschedule teaching.