

Principles for teaching planning at MGMT

Limitations during the planning phase

Limitations must be reported to Christian or Anne when prompted for planning data and will subsequently have to be approved.

Approved reasons for limitations include:

- Documented health and/or family considerations:
 - If you have small children, you can avoid teaching early or late – not both.
 - If you have school children, you can avoid teaching in school holidays.
- Already planned work-related meetings, seminars, conferences etc. But to the greatest extent possible we/you must use alternate solutions (switching lectures with another teacher 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 more teachers on the same course, it must be specified which teacher the limitation applies to.

Rearranging of teaching after the planning phase

As a rule, we do not rearrange 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 when it is scheduled, 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 teacher
- 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 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 teaching 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 teacher or the study secretary must contact the Deputy Head of Department for teaching before Study Plan is asked to move teaching.