

Handout on Teaching w.e.f. 25 September 2021-2022

27 September 2021

NB: This document contains information compiled by SAZ. Faculties can amend this according to whether additional measures or support are needed within the faculties. The sections highlighted in yellow indicate the changes from the previous handout.

Key principles

These teaching principles for the first semester of 2021-2022 aim to address:

- a. Students' and teaching staff's desire to meet again on campus and to benefit from and to provide the best possible teaching.
- b. The workload of teachers, who have had a challenging year.
- c. The study progress of students who are unable to come to campus due Covid-related reasons.
- d. Safety on campus for staff and students.

Lectures and examinations

1. With effect from 25 September 2021, teaching can again take place without any corona restrictions. This means without the one-and-a-half-metre distance rule, without the wearing of facemasks and without the maximum of 75 students. The advice regarding regularly taking preventive self-tests still stands. These rules only apply to events that take place within Leiden University buildings.
2. Leiden's teaching centres around physical encounters between teachers and students, which have been sorely lacking in the past year. The good practices that were applied over the past year for online teaching can be maintained when returning to the campus. Using digital learning tools for activating and inquiry-driven learning contribute to the digitalisation strategy of our university. The decision as to what takes place in person and what takes place online is made at course and programme level, always with the quality of education in mind.
3. We have to take account of the possibility that some students will still not be able to come to campus due to Covid-related reasons (CoronaCheck app, international students unable to enter the country, risk groups). As we want to avoid students who represent a risk of infection (or those who themselves are at risk from an infection) coming to the campus, alternative forms of teaching will be organised where possible. This will benefit the safety of staff and students. The principles for alternative forms of teaching are:
 - a. Students are not free to choose whether to take part in in-person teaching activities on campus or to opt for the online alternative without having a valid Covid-related reason. Those who are unable to be on campus for Covid-related reasons will, of course, be offered the alternative form of teaching; all other students are expected to take part in their programme's in-person academic activities on campus.
 - b. This alternative will usually be a hybrid form of teaching or web lectures and may be perceived as being second-best.

- c. Teachers will not give lectures twice to online and in-person audiences. However, parallel discussion groups can be held partly online.
 - d. For several activities, such as lab practicals, just as during the pandemic, alternative forms of teaching are simply not possible.
 - e. Alternative forms of teaching are restricted to the following groups of students (exhaustive list): students who have tested positive for Covid; students living with someone who has tested positive for Covid; students who have health problems, or students who have a housemate with health problems, requiring them to go into quarantine as a result of government measures; students who belong to a risk group, or students who have a housemate who belongs to a risk group; students unable to return to the Netherlands due to international travel restrictions or who are first required to go into quarantine.
4. The rule that students who miss an in-person exam due to Covid-related reasons still have two opportunities to take the examination will be extended. 'Corona-related reasons' include students who represent – or potentially represent – a risk of infection. This does not include students who are too unwell to participate, due to corona or some other reason. The regular rules relating to sickness apply for these students. To facilitate this, a choice will be made from the following: A) examinations completely online, B) hybrid examinations, or C) an extra examination opportunity. For online and hybrid examinations, there is no requirement to offer a third examination opportunity. This is to ensure that students are not disadvantaged by complying with the coronavirus measures.
 5. To facilitate hybrid teaching for the exceptions mentioned, the Teacher Support Desks are on hand to provide support both in terms of didactics and implementation. The Teacher Support Desks at ICLON, CFI and UFB are also available to provide support for, among other things:
 - a. Equipment: fixed cameras for web lectures, portable video sets, equipment for hybrid teaching.
 - b. Pilots with hybrid teaching spaces (Learning Anywhere).
 - c. Student assistants trained by the CFI, for example as moderators for hybrid teaching.
 - d. A tool in Brightspace that students can use to indicate that they are unable to come to campus, so that arrangements can easily be made for hybrid study groups. Students do not need to re-register: a registration list (questionnaire) simply needs to be added to the course when students register in Brightspace. Nothing needs to be modified in USIS. CFI provides a template text (Dutch and English) and a manual for teachers to add a registration list to the Brightspace course.
 6. Teaching support will continue to be available for teachers (Teaching Support Desks, CFI, ICLON).

Do you need support?

Please contact your faculty's Teacher Support Desk

Faculty	Name
Archaeology	brightspace@arch.leidenuniv.nl
Governance and Global Affairs	FLO@fgga.leidenuniv.nl

Humanities	ecole@hum.leidenuniv.nl
Law	lrc@law.leidenuniv.nl
Social Sciences	solo@fsw.leidenuniv.nl
Science	seeds@science.leidenuniv.nl
ICLON	i.m.ritsema@iclon.leidenuniv.nl
Leiden University Medical Center (LUMC)	helpdeskonlineonderwijs@lumc.nl

Need help quickly?

Then contact the helpdesk's teacher support department (where CFI, ISSC and UFB provide joint support). The ISSC helpdesk has been significantly expanded since 1 September 2020 and now has a dedicated IT support team for teachers.

- Call the helpdesk on +31 71 527 8888 (weekdays between 8.30 a.m. and 5.30 p.m.)
- You will hear several options. Select 'teacher support' and you will be directed to the ICT Teacher Support Desk.
- Students can also use the telephone number of the ISSC helpdesk. Questions about the digital learning environment can be directed to the teacher or the faculty helpdesk.

You can also leave your number and the helpdesk will call you back.