

Handout on Teaching for Block 4 (2021-2022)

Faculty of Humanities, 23 March 2022

Key principles

These teaching principles for Block 4 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.
- c. The study progress of students who are unable to come to campus due to Covid-related reasons.
- d. Safety on campus for staff and students.
- e. Our ambition to work towards becoming a 'Blended University'.

Lectures and examinations

1. The pandemic's progression is difficult to predict and the government's rules for education are subject to frequent change. Teachers and students can keep up-to-date with how Leiden University interprets these rules by consulting the Campus Protocol (<https://www.universiteitleiden.nl/dossiers/coronavirus/campusprotocol>). These rules only apply to events that take place within Leiden University buildings. At present, the number of cases is very high, but the impact on health is low.
2. Leiden University's teaching centres around in-person encounters between teachers and students, which have been sorely lacking in the past year. We will retain the good practices that were applied over the past year for online teaching. Using digital learning tools for activating and inquiry-driven learning contributes to our University's digitisation strategy. 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. We will also continue to take account of students with a disability who found that the use of digital learning materials during the pandemic was helpful for them.
3. It is still possible that a small number of students will not be able to come to campus due to Covid-related reasons.¹ As we want to make sure that students who pose a risk of infection (or are at risk of infection) do not come to the campus, study programmes will try to find solutions for providing alternative forms of teaching – which will only be available to these specific students. This will benefit the safety of staff and students. The decision regarding what is possible and desirable will be made by the teachers and study programmes. 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. The alternative teaching is only for students who, according to the current government rules, pose

¹ From 15 March 2022: international students, because of rules in another country; students who have tested positive but do not feel unwell; students who have not yet been boosted and share a house with someone who has tested positive.

a risk of infection or belong to a high-risk group. A study programme can ask students to 'unenroll' from the teaching and/or to 'enroll' for the alternative teaching; it is not the intention that students should make use of the alternative teaching on a structural basis. 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 seminars 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. Anyone who is ill, whether with Covid-19 or something else, must report sick. The alternative forms of teaching are intended for students who feel well but, according to the current government rules, pose a risk of infection.
4. All students have the right to two opportunities to take an examination. The rule that study programmes offering an on-campus examination will offer an extra opportunity to take the examination or will offer an online examination (Guidelines for Offering Examinations) will end with effect from Block 4 (from 4 April 2022). If a student missed an examination in Block 1, 2 or 3 (before 3 April 2022) due to Covid-related reasons and the new opportunity to take the examination is timetabled in Block 4 (on or after 4 April), the student retains the right to this new examination opportunity; the Guidelines for Offering Examinations continue to apply in full to Block 3 examinations. This is to ensure that students are not disadvantaged by complying with the coronavirus measures.

This rule did not cover students who were too unwell to participate, due to Covid or some other reason. The regular rules relating to sickness applied for these students.

To make sure that students who pose a risk of infection do not come to the campus to take an examination in Block 4, teaching staff can choose to offer an examination online.

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.

Do you need support?

Please contact your faculty's Teacher Support Desk

Faculty	Name
Humanities	ecole@hum.leidenuniv.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 on the form and the helpdesk will call you back.