

Cancellation and rearrangement of teaching

TSEB is asked to endorse this new policy for immediate implementation

Background

1. The outcome of an LRU student survey indicated that students would welcome greater consistency in the way in which teaching is cancelled and rearranged. There are no University policies or guidelines covering this topic.
2. Information on current arrangements was gathered from schools, revealing some variability in practice and the issue was discussed at two meetings of the Pro-Vice Chancellor and the Pro-Deans for Student Education.

Proposed Policy

3. The resulting policy is set out below for immediate adoption to provide an equitable student experience irrespective of school or programme of study. It is important to note that this policy applies to all teaching and scheduled meetings with students, eg personal tutorials.
 - a) Teaching¹ should not normally be cancelled or re-arranged.
 - b) Any teaching that has to be cancelled should be re-arranged.
 - c) It is the responsibility of the academic member of staff, supported as appropriate by SES colleagues, to notify students as soon as possible of the cancellation and re-arrangement.
 - d) In those exceptional circumstances where teaching has to be re-arranged to accommodate other planned activity, this must be agreed in advance with the DSE and HoS.
 - e) Where cancellation is at short notice (eg due to illness) the member of staff responsible for delivering the teaching should advise the SES as soon as possible so that maximum notice can be given to students and the process of re-arranging can be started.
 - f) Staff are expected to be professional in scheduling re-arranged teaching, ie taking into account the implications of the structure of the module and programme, the constraints of the timetable and the impact on student workload, including assessment.
 - g) Schools are responsible for agreeing with students the most effective arrangements for advising them of any changes to scheduled teaching. IT-based communication (eg text, email, portal announcement, VLE notice) should be the norm. Where cancellation is at short notice (the day of teaching) there should be direct communication (either in person or via a note) at the time and location of the cancelled session.
 - h) In those very exceptional circumstances when teaching has to be cancelled and cannot be re-arranged the mitigation for the cancellation should be appropriate and guided independent study, eg recommended reading, online resources to be studied, or formative reflection.
 - i) Students should be encouraged to alert SES staff if a member of staff does not arrive to deliver teaching. This will enable SES to advise all students on the best course of action.
 - j) The School must ensure students are aware of their operational procedure for dealing with cancellation and rearrangement of teaching sessions.

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¹ In this policy, 'teaching' includes all scheduled teaching and meetings with students (eg personal tutorials).