

## Information for teaching staff at Aarhus BSS

AU is physically closed, but our activities remain the same. This means that we will continue to offer the same high-quality teaching, however using another set of tools. We ask all of you to plan your teaching accordingly. In this way, we can maintain a high standard in our teaching and support the students' learning in the best possible way under the given circumstances using a set of digital tools. We know that many of you are already busy finding solutions, and we really appreciate your efforts.

All employees are asked to perform their normal duties from home and to conduct virtual meetings using Skype, the telephone or other digital solutions. All members of teaching staff are also asked to communicate with their students via Blackboard and keeping them informed of how their courses will change in the weeks to come. Please note that in order to support the continuous learning of our students, we are continuously supplementing the digital learning infrastructure with different learning formats and activities that support distance learning.

### Teaching as of Monday 16 March 2020 and the next two weeks

- Teaching must be conducted according to the existing timetables.
- At the beginning of next week, teaching may be conducted using tools such as Skype, Adobe Connect, commented Power Points, etc. You could also prepare material for the students such as online group assignments, questions for literature, etc. It is up to the individual lecturers to assess what kind of material and assignments are the most appropriate for the course in question. You can find inspiration on digital tools on the website: <https://medarbejdere.au.dk/en/corona/distance-education/>
- We are currently working to establish live-streaming of teaching via "Zoom". Zoom can be integrated into Blackboard, but at the moment capacity is limited. This means that temporary technical glitches - e.g. lack of sound and image - may occur. A model for how to apply the tool is currently being developed, and you will get more information about this at a later date.
- Supervision must continue to take place online/virtually in the planned and necessary scope. All members of teaching staff are asked to let their students know via Blackboard or their AU email that they may continue working on their written assignments as planned.

### Exams from Monday 16 March 2020 and the next two weeks

- Written on-site exams scheduled to take place within the next 14 days are converted into take-home assignments. The date and time of the exams remain the same. The students will be informed separately via a message in WISEflow and/or Blackboard.
- As far as possible, all oral exams will also be converted into take-home assignments. The students will also receive further information via a message in WISEflow and/or BlackBoard.
- Students who are registered for a reexamination in connection with their Bachelor's project or Master's thesis scheduled to take place in the near future, and which normally includes an oral defence, may choose between getting a grade based on their written assignment or participating in an oral defence. Due to the physical closure of the university, the oral defence will take place via Skype. If the Master's thesis has been written by more than one student, the students will be informed that they will all get the same grade unless an oral defence takes place. The oral defence will take place even if only one student requests this.

If you have any questions regarding the above, please contact your director of studies. He or she will then forward your question to the school's task force on study-related matters.