

# AE Course organization: 2020/2021 (Semester 1)

## Preparation

Go to [website](#) for more information

### Rhythm and structure

Have at least one online live lecture per week (i.e. some form of online live interaction). Number of lecture hours and workload (also on programme level) should not increase.

### Balance on- and off-screen time

Consider if some lectures can be replaced with *self-study time* (e.g. referring to readers). Aim to limit screen-time, and alternate in teaching methods during a lecture (e.g. instruction, quiz, discussion)

### Scheduling

Lectures are scheduled to establish rhythm & structure (e.g. online live activity in first 2hrs). On-campus activities are in the faculty or in the Fellowship. Allowed students' travel time is ongoing discussion.

### Tools

The number of different videoconferencing tools and chat-communication must be limited. Tools to be used should be supported by TU Delft and ensure students' security & privacy.

### Hiring Teaching Assistants

For bachelor can number of TA hours be increased if necessary (part of regular 'baancodes'), but formally requested to Director of Education. For master can number of TA hours be increased if necessary as part of department COVID-19 'baancodes'.

## Delivery

See faculty guidelines for more information

### Course communication

Make sure that *Brightspace* remains the official channel of course communication.

### Programme communication

Create weekly overviews of what students must do. This will be inventoried by Education & Student Affairs to email weekly schedules.

### Record (online live) lectures

All online (live) lectures or activity should be recorded and shared (e.g. via links) on Brightspace. Make sure to inform student upfront that this will be recorded, in light of privacy reasons.

### Interactions with students

Stimulate interactions (e.g. via chat functions) amongst students (during and in-between lectures) and with staff, and have TA's or colleagues moderate the chat during lectures.

### Attendance of students

For on-campus education are students expected to be present. For students with special circumstances (e.g. health reasons) should accommodations be explored. In case of students' illness must remote attendance be allowed (without penalty).

## Assessment

See [website](#) (ideas) and [SharePoint](#) (Faculty regulations) for more information

### Online assessment

In 2020/2021 will most (if not all) exams still have to be offered remote. With remote assessment, students still have the right for extra time (when applicable), and students can register up to 3 days in advance for an exam.

### Set-up assessment

Make sure to state the correct form of you assessment in *Study guide* (otherwise Board of Examiners must formally approve change in assessment). If possible, look at alternatives, such as assessments, instead of exams. Exams will still be scheduled in MyTimeTable.

### Assessment tools

There are four assessment systems for online proctoring: MapleTA, Grasple (only for mathematics), ANS Delft and WebLab. In case Brightspace is used in combination with .pdf/.doc, etc., please ensure no formatting issues arise for students while answering the exam.

### Online proctoring

Contact education-ae@tudelft.nl in case you need to use formal online proctoring. Online proctoring is only allowed if all other options are not possible. Online proctoring by using video conferencing tools ("Poor Man's proctoring") is not allowed.

### Further updates

The Board of Examiners will further update staff about rules and regulations (and potential guidelines) in the coming time.