

CONTINGENCY TEACHING POLICY

General Principles

1. The University expects all classes to be held in the scheduled time slot. When this is not possible because of a personal emergency, major travel disruption or other matters including religious holidays, the University expects the member of teaching staff to employ a contingency plan.
2. When no cover can be arranged and it is not possible to physically convene a scheduled class, students must be informed via email as soon as possible, and the contingency plans must be explained.
3. The contingency activities should consist of guided learning tasks that enable the teaching material for that week to be reasonably covered through the students' independent study. Blackboard, as the VLE, will be the main mechanism for communicating and engaging with the students over the learning requirements for the missed class session.
4. The contingency activities can, if desired, include an online meeting at the scheduled time of the class. Students should be given notice that the class session will be virtual rather than face-to-face.
5. The Attendance Policy is suspended in cases where scheduled classes need to be replaced with contingency activities. Students must be offered replacement guided learning activities, but they cannot be penalised for non-attendance.
6. In-class assessment activities such as tests, quizzes, presentations, etc. should not normally be held in rescheduled classes. The instructor should first seek approval from their Head of Department and Academic Registrar if this cannot be avoided.
7. Faculty members who replace a timetabled class with virtual learning activities should inform their Head of Department and send notification to Faculty Support and Registry Services who can help advise the students in case of queries.

VERSION MANAGEMENT

Responsible Department: RAQA (Department of Registry, Admissions and Quality Assurance)			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001	New Policy created	June 2024	Sept 2024
002	Updated Academic Registrar title	July 2026	01 Sept 2026
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	