

Procedure for implementing a change of a course or change of teacher/course coordinator during the academic year (adopted April 2, 2019; revised June 25, 2024)

During the academic year it may occur that courses included in the academic structure (curriculum) do not (or cannot) continue or that a change of course coordinator/teacher takes place. In order for this change to run smoothly, a short step-by-step plan has been drawn up with all the actors involved (education portfolio holder, Programme director, teacher, education office, etc.).

Action	How?	By who?
Cancellation course		
Send cancellation order to Education Logistics Department (onderwijslogistiek.fgw.frt@vu.nl) of the Education Office with cc. to portfolio holder education	By email	*Programme director
Note in DOD (Digital Education Dossier) that course has been dropped (A4 sheet)	DOD	Course coordinator or Programme director (if course coordinator is unable to do so).
Contact students enrolled in the relevant course to ask if there are any problems for them due to the cancellation	Via Canvas or email	Course coordinator or Programme director (if course coordinator is unable to do so).
Close course for new registrations	In SAP	Office of Education, Educational logistics.
Notify our scheduler department that course can be removed from the timetable	By email	Office of Education, Educational logistics.
Inform Academic Advisor	By email	Office of Education, Educational logistics.
Change of teacher/course coordinator		
The change in teacher/course coordinator is reported to Education Logistics Department (onderwijslogistiek.fgw.frt@vu.nl) of the Education Office with cc. to portfolio holder education	By email	Course coordinator or Programme director (if course coordinator is unable to do so).
Communicate related changes regarding the schedule and/or Study Guide to Educational Logistics Department (onderwijsbureau.fgw.frt@vu.nl) of the Education Office	By email	Course coordinator or Programme director (if course coordinator is unable to do so).
Change course data so that the new teacher/course coordinator gets e.g. rights to enter grades	In UAS/SAP	Office of Education, Educational logistics.
Implement changes regarding Study Guide data	In UAS/SAP	Office of Education, Educational logistics.
Notify department of Education planners of change	By email	Office of Education, Educational logistics.
If the schedule of the course changes, students will be notified	Via Canvas	Course coordinator / teacher

If the teacher/course coordinator is a new faculty member, he/she will be made aware of the Education page on VU.nl which contains all information that may be of interest	By email	Office of Education, Educational logistics.
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* The Education Office assumes this was done in consultation with portfolio holder for education