**Curriculum Committee’s Advice**

*NB:**The CC advises the**Director of Studies about any measures to be taken based on the course evaluation. The CC will indicate who the advice is for.*

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| Curriculum committee (degree programme): |  |
| Course title: |  |
| Course code: |  |
| Date of CC meeting: |  |

**CC Advice**

If the CC does not wish to submit advice to the Director of Studies, please indicate this and the reasons why.

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If the CC wishes to submit advice to the Director of Studies, please formulate the advice below.

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| **Advice 1:** | | |
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| **Who is the advice for?\*** | | |
|  | Course coordinator | |
|  | Teaching or degree programme coordinator | |
|  | Chair holder | |
| **Advice sent to the person indicated on (date)** | |  |

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| **Advice 2:** | | |
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| **Who is the advice for?\*** | | |
|  | Course coordinator | |
|  | Teaching or degree programme coordinator | |
|  | Chair holder | |
| **Advice sent to the person indicated on (date)** | |  |

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| **Advice 3:** | | |
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| **Who is the advice for?\*** | | |
|  | Course coordinator | |
|  | Teaching or degree programme coordinator | |
|  | Chair holder | |
| **Advice sent to the person indicated on (date)** | |  |

\* Please tick the appropriate box

**Measure(s) taken based on the advice of the CC (within one month) by:**

*There are two options. 1. The chair describes the measures taken. 2. The chair only indicates that measures have been or will be taken without providing further details (e.g. in case of sensitive issues).*

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|  | **Measure taken:** | **Date:** |
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**Additional comments by the chair, if any:**

*If applicable, please provide further comments, such as response figures, missing teacher feedback or the reason why the course was not discussed in the CC meeting. Here you may also add a compliment to the teacher.*

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| *Additional comments by the chair of the CC:* |

NB: This advice must be uploaded as an attachment to Caracal and will be made publicly accessible upon the conclusion of the evaluation cycle to everyone with a Solis ID and password.

Please save the file as ***Advice\_CC\_[course code].docx*** and upload it to Caracal along with the corresponding report of the course evaluation with the following privacy add-on:

1. *Protected (Managers, Owners, Guests)*: in case the CC wishes to share the information only with those students who attended the course. If so, please also complete the *CC Explanatory Notes form* for the benefit of all other students with a Solis ID.
2. *Public (Everyon*e): if the CC wishes to share the information with all the students who attended the course as well as all other students with a Solis ID.