

Code of Practice for Learning and Teaching

Introduction

Teaching and learning activities in all Colleges and Institutes of the University shall be governed by the codes of practice for students and staff set out below. The statement of the responsibilities at all levels of the university is to provide guidance on student and staff behaviour and rights in teaching and learning activities and to show how the responsibilities at different levels complement each other. The responsibilities of students, and the responsibilities of staff at different levels, are regarded as reciprocal, so the responsibilities of one group imply the rights of the other.

Responsibilities of Students

Students of the university have the following responsibilities to:

- a) apply themselves to their studies to the best of their abilities;
- b) become familiar with the rules and regulations governing the award in which they are enrolled, and to ensure that the modules selected meet the degree requirements;
- c) be aware of the policies and practices and expectations of the university set out in the RUB Wheel of Academic Law (RUB 2008) and of any College/Institute and department in which they are enrolled and which are contained in the module materials and information made available to them;
- d) be aware of, and act according to, the rules and regulations concerning the use of College/Institute computing, library and other facilities, and so to respect the rights of other learners;
- e) meet deadlines for module work to be submitted;
- f) take the initiative and consult appropriately when problems arise in any module;
- g) submit original work for assessment without plagiarizing or cheating;
- h) attend all organized teaching/learning activities, including professional placements, for each module in which they are enrolled (on-campus students) and, for distance education students, to consider thoroughly all programme materials and participate in all prescribed residential schools;
- i) accept joint responsibility for their own learning along with the teaching staff;
- j) provide feedback to staff about (a) teaching and learning practices and (b) the quality of modules as well as to contribute to the development of university programs and policies as appropriate;
- k) be aware of the university's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the university community including respect of the right of staff members to express views and opinions; and
- l) respect the working environment of others in all areas of the university.

Note: Infringement of responsibilities d) and g) may lead to disciplinary action.

Responsibilities of Staff

Staffs of the university have the following responsibilities to:

- A. ensure the publication and distribution to students of clear, accurate and timely information concerning relevant regulations, policies, procedures and expectations of modules, and on other matters affecting students' studies;
- B. develop students' knowledge, understandings, skills and attitudes as defined in the objectives of the university, course and modules, by providing them with teaching programs, course materials, activities and tasks appropriate to the development of these attributes;
- C. provide students with opportunities to be involved in the structuring of their own learning experiences, and encourage them to take joint responsibility for their own learning;
- D. take into account the prior knowledge, abilities and backgrounds of students in planning teaching activities;
- E. assist students to learn from assessment tasks by providing them with timely and constructive feedback especially during the work of the module;
- F. attend all classes as timetabled and where this is not possible to ensure that a colleague, competent in that area, will act as a substitute teacher;
- G. be available to discuss learning, including assessment tasks, with students or to arrange for a fully briefed delegate to be available for that purpose or academically engage the students or make alternative appropriate arrangements in consultation with the Dean AA and HoD;
- H. encourage and enable students to evaluate their own and each other's work critically;
- I. make time available for giving advice to and for supervising individual students;
- J. strive for excellence in their teaching, and to seek and pay attention to feedback from students about the effectiveness and appropriateness of their teaching and of the quality of the modules in which they teach;
- K. ensure that all students, regardless of their background or characteristics, have an equal opportunity to learn and to demonstrate that learning;
- L. respect students' right to express views and opinions;
- M. demonstrate concern for the welfare and progress of individual students; and
- N. ensure that they are not engaged in assessing or supervising the work of students with whom they have a relationship which could give rise to undue advantage or disadvantage or make alternative arrangements.

Note: Infringement of responsibilities F, K and N are considered serious and may lead to disciplinary action.

Responsibilities of Departments

These responsibilities are exercised through the Head of Department. They may be delegated to a module coordinator or be exercised through a departmental or programme committee. Such delegations should be clearly defined.

The Department has the responsibility to:

- I. encourage staff to participate in professional development in teaching and learning (including those that relate to teaching cross culturally and acquiring skills in non-discriminatory teaching practice) organized by the Department, and CULT;
- II. ensure workloads amongst Departmental staff are equitable where that workload consists of teaching, research and service;
- III. encouraged academic staff to spend at least 20% of their time on research;
- IV. provide, during the first week of the commencement of a module, accurate, written information concerning the objectives of each module, attendance and assessment tasks, the methods of assessment to be used, and the weighting of that assessment;
- V. ensure that all classes as timetabled have staff present for teaching and learning to take place;
- VI. provide access for students, by appointment, to academic staff outside timetabled class time;
- VII. ensure that contemporary information, properly referenced, informs student learning;
- VIII. encourage academics to include information from research within the Department;
- IX. ensure that modules use relevant teaching and learning strategies, including, where appropriate, student-centred approaches and learning technology tools;
- X. return assessed written work (excluding examination scripts) with constructive comments provided in a timely manner;
- XI. ensure that all assessment is appropriately related to the learning outcomes of the module; and
- XII. make special arrangements where performance is adversely affected by documented illness, disability or other serious cause; and
- XIII. follow up on anonymous student evaluations of teaching and module evaluations with the lecturing staff concerned.

Responsibilities of Colleges/Institutes

Colleges/Institutes have the responsibility to:

- 1) ensure that applicants for admission to candidature are properly qualified with respect to the minimum requirements for entry to the program concerned and with respect to the particular programme of study proposed;
- 2) ensure the appropriate timing of compulsory modules and the availability of sufficient optional modules so that a student passing all modules at the first attempt may complete the programme of study within the specified minimum time;
- 3) provide the framework for module, programme and curriculum development through conducting regular evaluation processes, including anonymous student evaluations of academics' teaching and of modules;
- 4) ensure that workloads across Departments are equitable;
- 5) provide the resource framework for optimal learning conditions across the College/Institute including adequate library facilities;
- 6) encourage all staff members to value the work of general staff as essential to the work of the University;
- 7) adhere to the procedures laid down by the Academic Board for developing new programs, reviewing or making major changes to existing programs.
- 8) subsequent upon University's approval, encourage consultancy services in the colleges and;
- 9) ensure to abide safety and healthy environments responsibilities by students and make aware for lecturers

Responsibilities of the University

The University has the responsibility to:

1. ensure that appropriate University policies in respect of teaching learning and assessment are developed, kept under review and are effectively promulgated;
2. abide by the University's policies on occupational health and safety so that students study and lecturers work in a safe and healthy environment;
3. ensure that resource provision across Colleges/Institutes is equitable and open according to principles established for this purpose;
4. ensure that adequate development opportunities in teaching, learning and assessment practices are available to lecturers through the Centre for University Teaching and Learning, and/or through programs developed by departments and Colleges/Institutes;
5. ensure that clear policies exist with respect to the intellectual property rights of students and that students are aware of those rights;
6. ensure that all students are free in all matters relevant to enrolment, assessment and membership of the University community from discrimination or harassment on the basis of race, gender, age, political or sexual preference, marital status, religion, disability or personal beliefs;
7. uphold the RUB Code of Teaching and Learning; and
8. ensure a quality learning environment, including appropriate and properly maintained facilities.

Related Documents

Wheel of Academic Law (RUB 2008)

Responsibilities for Implementation

University: Director, Academic Affairs

Colleges and Institutes: Directors, Deans and Heads of Department

Review Schedule

Academic Board shall consider this policy for review three years after approval, or earlier if required.

Note

This document is based upon the Code of Monash University as set out at

<http://policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teaching> and-learning and that of the University of Sydney as set out at

http://www.arts.usyd.edu.au/school/sophi/students/student_policies/teaching_and_learning.shtml
I accessed 28th July 2008.