

University of Aberdeen

CODE OF PRACTICE FOR UNDERGRADUATE TEACHING

Responsibilities of Teaching Staff

a) *Provision of Information for Students*

Giving clear information on:-

- i) aims of the course
- ii) the relationship between the course and degree regulations
- iii) teaching methods to be used
- iv) attendance expected and course work required
- v) methods of course assessment and marking criteria
- vi) tutorial arrangements
- vii) criteria for admission to Honours programmes
- viii) reading matter recommended
- ix) use of course evaluation forms
- x) avenues for seeking help and advice
- xi) laboratory and other practical activities
- xii) safety in laboratory and other forms of practical work

b) *Course content*

Ensuring that the content of the course is:

- i) relevant to the stated aims
- ii) adequately covered
- iii) where appropriate, a reflection of current professional practice
- iv) as interesting and stimulating as possible
- v) appropriate to the prerequisites and level of study of the course

c) *Assistance to students*

Helping student progress in learning by:

- i) being accessible to students at reasonable times to provide assistance in dealing with academic difficulties arising in the course
- ii) identifying inadequate progress and initiating appropriate remedial advice or action
- iii) returning written course work with constructive criticism in reasonable time
- iv) taking all reasonable steps to ensure the safety of students in laboratory and other practical activities

d) *Quality of Teaching and Assessment*

Ensuring that teaching quality is maintained and extended by:

- i) taking appropriate opportunities offered for development in teaching skills and educational innovations

- ii) using, where appropriate, available aids to learning
- iii) developing transferable skills
- iv) using the University's Common Assessment Scale
- v) using student evaluation and external examiner feedback
- vi) reviewing course design and assessment techniques

Responsibilities of Students

- a) Taking full advantage of the teaching provided by:
 - i) regular attendance at lectures, tutorials, laboratory and other practical class as required by departments
 - ii) active participation in tutorials, seminars and group activities
 - iii) punctual completion and submission of course work
- b) Contributing to the improvement of courses through co-operation in the completion of student course evaluation forms.
- c) Co-operation in the development of a learning environment.
- d) Using the opportunities offered to seek advice on difficulties encountered in a course.
- e) Maintaining a standard of behaviour during teaching sessions which allows all class members to take full advantage of the teaching.
- f) Informing Schools, Advisers and Regents at the earliest possible opportunity of any disability, illness or extenuating circumstances which may affect academic performance.
- g) Communicating suggestions for the improvement of courses, and contributing to staff-student consultative committees.

Problems and Difficulties

The University aims to provide a welcoming and supportive environment for its undergraduate students. However, from time-to-time students will encounter problems and difficulties. Complaints should be addressed in the first instance to the person who is in charge of the particular area of the University's activity concerned, e.g. a Head of School about academic matters, a Student Residence Assistant about residential matters. Your Adviser or the Students' Association will assist you if you are unsure as to how to pursue a complaint. More information on making a complaint is available from <http://www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-686.php>

This code is intended as a statement of good practice for undergraduate teaching. It is made available to all students and members of teaching staff at the beginning of each session. The Code was designed by the University Committee on Teaching & Learning and has been approved by the Senate.

Enquiries about the Code should be addressed to the Clerk to the University Committee on Teaching & Learning, Registry, University Office, University of Aberdeen, King's College, Aberdeen AB24 3FX.