Code of Practice for Teaching and Learning

Educational aims and objectives of the School
a. The School's programmes and procedures are delivered in accordance with the regulations of the University.
b. Written statements of the aims and content of the programme are made available to all prospective participants, teachers and students, in the School's teaching handbooks.

Module structure and operation
a. Statements of module aims, content, intended outcomes, and assessment procedures are publicised in the module synopses, which are available through the Biosciences web pages. The synopsis will also state the reading list, and requirements for personal equipment.
b. On modules that are taught by more than one lecturer, a Module Co-ordinator will be responsible for the co-ordination of teaching and learning activities. Students will be informed through the module synopsis of the teacher responsible for providing definitive guidance concerning the module's operation and assessment.
c. Students will receive guidance concerning the appropriate style and quantity of study that is required to complete each module successfully.
d. Essential photocopied documentation specific to a module will be provided to students by the School.
e. Every Level 3 student is required to carry out either a project or double dissertation. A list of project/dissertation options will be distributed to Level 2 students, who will have some opportunity to choose their topics. All projects and dissertations will have been reviewed for feasibility within the time allowed. Supervisors will advise on the formulation and conduct of the research programme.

Assessment
a. All assessments will have publicised deadlines, and major assessments (essays, project report, etc.) will have marking criteria publicised in the School Handbooks.
b. Module synopses will contain an overview of the modes of assessment used in the module, and the learning outcomes that will be assessed. Module Co-ordinators will publicise further specific details in advance of the assessment.
c. Assessment marks will be returned 4 weeks after the assessment or submission of the coursework. There will be opportunities to discuss the marks with the assessor if necessary.

d. The School operates standard penalties for the late submission of assessed work, and these are publicised in the School Handbooks.

e. Where practicable, students will be made aware of their progress in the module's assessments, and of any inadequacy in their academic performance that may put them at risk of failing the module.

f. The consequences for progression to the next level of failure in a module are published in the School Handbooks.

g. The School will operate procedures to take account of absences from assessment due to medical reasons provided that satisfactory documentation is provided.

h. The School will publicise the procedures for appeals and grievances in the School Handbooks.

Responsibilities of individual Teaching Staff

a. Academic staff will give classes as time-tabled, and to deliver teaching and learning activities in accordance with the published descriptions.

b. Staff will be accessible to help and advise individual students in accordance with School guidelines.

c. Staff will ensure that appropriate consideration is given to issues of safety and ethics in teaching activities, and that all participants are suitably briefed.

d. A member of staff who considers that a student is acting irresponsibly will endeavour to have a reasoned discussion of the situation with the student. If this is not possible, or fails to improve matters, the member of staff will inform the student's personal tutor, the Director of Undergraduate/Postgraduate Studies, or the Head of School as appropriate.

Responsibilities of Students

a. In the School, students are not viewed merely as recipients, but as major contributors to the quality of the educational provision. Teaching and learning is seen as an active partnership between staff and students.

b. Students must regard enrolment on a module as a contractual agreement which they are expected to take to its conclusion. They must ensure that they are prepared for the module in that they satisfy its stated prerequisites and undertake any required preliminary study.
c. Students are expected to attend scheduled activities arranged for their benefit, such as lectures, tutorials, seminars, workshops, practical classes.

d. Responsibility for engaging in an appropriate style and quantity of study to complete the module successfully rests with the student.

e. Students are required to follow the School's safety regulations, and to abide by guidance provided by staff responsible for teaching activities in which they participate.

f. Students are expected to observe common courtesies to teaching and ancillary staff, including advance information if they are unable to attend, or have to be late for, a scheduled activity.

g. Students will inform the School as soon as practicable of circumstances that negatively affect their academic progress and/or attendance at a scheduled activity, and will provide the required documentation to substantiate absences as requested by the School.

h. Students are expected to meet agreed deadlines for assigned work.

i. Students who consider that a member of staff is acting irresponsibly should endeavour to have a reasoned discussion of the situation with that member of staff. If this is unsuccessful, or the situation cannot realistically be dealt with in this way, the students should inform their Personal Tutor, the Director of Undergraduate/Postgraduate Studies or the Head of School as appropriate, and without delay.

j. Students will familiarise themselves with the policies on plagiarism operated by the School and the University, and abide by them.

**Student support**

a. Throughout the programme, all academic staff members are available to students at times of mutual convenience to answer queries and give advice where necessary.

b. Each student is provided with a personal tutor for the duration of their programme. The tutor will maintain regular contact, monitor the student's progress throughout the programme, provide academic advice as needed, and refer the student to appropriate University support services where appropriate.

c. Level 1 students in the School will receive tutorials that are intended to impart basic study skills to support a university career. Students of other Schools taking biology options will also be given academic tutorials.

d. Personal tutors will advise UG students in choosing module options and pathways through the programme.
e. The School will advise students if unsatisfactory performance or attendance at scheduled teaching activities will compromise progression to the next level or award.

**Quality management and enhancement**

a. The School's programmes and the attainments of its students are kept under review by the School's Learning and Teaching Committee, on which academic and technical staff, and undergraduate and postgraduate students are represented.

b. The School offers students the opportunity to provide evaluatory feedback on all aspects of its programmes and modules through questionnaires, and via the Student-Staff Liaison Committee and Postgraduate Committee.

c. The School's evaluatory mechanisms will preserve anonymity for the student.

d. The outcomes of module and programme evaluations will be relayed to all staff and students participating in the evaluation.

e. The School will actively ensure that feedback is acted on where appropriate.

f. The School will operate a complaints procedure whose procedures are described in the School's handbooks.