

## **MEMORANDUM OF GUIDANCE FOR UNDERGRADUATES AND THEIR TUTORS**

### **1. General**

A student must accept his or her obligation to act as a responsible member of the University's academic community, and should:

- i. Take responsibility for his or her programme of study and endeavour to develop an appropriate work pattern.
- ii. Allow an appropriate amount of time for the completion of any work set
- iii. Make appropriate use of the teaching and learning facilities available within the University.
- iv. Not hesitate to take the initiative in raising problems or difficulties, however elementary they may seem. The first point of call will in most cases be the student's Personal Tutor and / or Director of Studies, but the Consultative Tutors or the Senior Tutor may also be consulted.

A Tutor is responsible for:

- v. Informing each student at the start of his or her course who will be responsible for overseeing his or her academic progress (Director of Studies) and who will be responsible for pastoral care (Personal Tutor).
- vi. Allowing an appropriate amount of time to complete any work set, e.g. three days for a tutorial essay
- vii. Informing students at the end of each term in which papers collections are to be set at the beginning of the following term.

### **2. Feedback**

A student should:

- i. Read comments made by tutors, and seek clarification where necessary
- ii. Submit written work promptly by the set deadline
- iii. Attend meetings, and keep appointments to discuss reports with his or her Personal Tutor or with the Principal.

A tutor should:

- iv. Provide feedback for each piece of tutorial work. This need not include a specific grade but should, where appropriate, include comments on possible areas for improvement and on the general standard of work
- v. Return written work promptly and appropriately; e.g. assignments submitted in time for a pre-tutorial dead-line should be discussed and returned in the tutorial
- vi. Arrange for all personal tutees to receive reports at the end of term from that term's tutors. Every student has the right, on request, to see all of their academic reports in their entirety
- vii. Arrange a meeting with each personal tutee to discuss his or her reports and general progress.

### **3. Conduct of Tutorials**

Every student should:

- i. Attend all tutorials and classes punctually
- ii. Be aware that it may not be possible to change agreed tutorial times at short notice.
- iii. Raise any concerns as soon as possible, either with their Personal Tutor or Director of Studies, or with a Consultative Tutor, or the Senior Tutor. Where appropriate and where possible, the College will endeavour to arrange a change of tutor.

A tutor should

- iv. Arrange the number of tutorials appropriate for a student's course each term
- v. Inform personal tutees at the latest by the start of teaching for each course component, of the required number of tutorials for that component
- vi. Remind personal tutees of the sources of advice in cases of academic or personal difficulties.

#### **4. Complaints:**

Every student should:

- i. Take a complaint on academic subject matters to his or her personal tutor, or a consultative tutor, or the Senior Tutor, in confidence where appropriate; or raise such concerns in the confidential tutorial feedback questionnaire

Every Tutor should

- ii. Discuss cases where a student is not working to the best of his or her ability in the first instance with the student concerned, and take serious cases to Education Committee for discussion. Education Committee may decide to issue an informal ('on report') or a formal ('probation') warning and set targets to help the student get back on track.

#### **5. Academic Engagement**

Every student should:

- i. Attend all tutorials, classes and other required academic engagements, except where permission on adequate grounds is obtained, normally in advance, from the tutor(s) concerned
- ii. Produce assignments (essays, problem sheets, reports of laboratory work, translations etc) and sit collections with the regularity required by the tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the tutor(s) concerned.
- iii. Produce work of a standard appropriate to his or her academic ability.

Education committee will:

- i. Inform the student in writing of the institution of any academic disciplinary procedures and of the specific issues which are to be dealt with by the disciplinary procedure.
- ii. Permit a student to be accompanied by one or two supporters in line with the College's Academic Progress and Monitoring Support Procedures, at any disciplinary panel convened to discuss the student's case
- iii. Inform a student of his or her right of appeal to the inter-collegiate appeal tribunal against a decision to expel.

#### **6. Reciprocal code of conduct**

All those who take part in tutorials have the right:

- i. To have tutorials free from any form of physical intimidation.
- ii. To leave a tutorial if the conduct of the tutorial becomes inappropriate.
- iii. Not to listen to offensive language, including, but not limited to, offensive language directed against individuals on the basis of sex, race, religion, or sexuality.
- iv. Not to meet other members of the tutorial socially if they so choose.