STUDENT LEARNING CODE OF PRACTICE - For Independent Learners

What Heriot-Watt University can expect from students

Most importantly, we expect you to take charge of your own learning. This is your degree; to get the most of your time at the University you need to be independent, self-motivated and proactive in your studies. We understand that you may have other demands on your time, but your studies should come first. In addition, we expect:

- Preparation for classes as specified by your lecturers, including studying lecture notes, working on tutorial questions and participating in online activities. To do well in your studies you will need to undertake a significant amount of private study
- Basic organisational skills, including using a calendar so that you don't forget deadlines and appointments
- Attention, courtesy and participation in any discussion groups; this includes asking and answering questions
- Respecting deadlines for any assignments
- Taking responsibility for your work, whether completed individually or as part of a group
- Checking your University email, providing timely responses to emails from members of staff
- Provision of feedback on your courses and programme
- Commitment to your learning and a professional approach to your academic work
- Self-reflection on progress and willingness to learn from feedback on tutorial work, projects, exams, and trying to improve your work based on that feedback
- Determination and persistence; some topics and problems will be challenging and we expect you to make a sustained effort to master difficult topics. Heriot-Watt University staff are there to help if you need it
- To keep yourself informed about new and interesting developments in your discipline (beyond what is covered in your courses)
- Full referencing of all work *
- Adherence with regulations and requirements
- Politeness and respect for all members of the Heriot-Watt University community (https://www.hw.ac.uk/about/work/culture/our-values.htm) and for the services provided.

* Full referencing is required in accordance with the conventions of your subject area/discipline. Guidance on referencing and the use of sources is available from the Heriot-Watt University Information Services' Effective Learning Service (https://www.hw.ac.uk/is/skills-development/study-support.htm). Remember that plagiarism is an academic offence even if it is unintentional; you need to take care to avoid it.

What students can expect from Heriot-Watt University

Teaching is one of the most important duties for members of staff. Although members of academic staff at Heriot-Watt University have research and administrative duties which also require attention, we aim to provide:

- Commitment to helping you learn, with support, encouragement and technical back-up to help you develop your skills
- Research informed teaching and high quality delivery of learning materials in accordance with the syllabus
- Advice and support on course content at tutorials, laboratories and through pre-arranged meetings
- Appropriate supervision of project/dissertation work where this is part of your study programme
- Clear information and guidance on assessment requirements
- Availability for communications at pre-arranged times
- Timely oral and written feedback
- Timely provision of marks/grades for coursework and exams
- A prompt response from your Personal Tutor (or programme/ course point of contact)
- A timely response to general email questions
- Guidance on specific regulations and requirements
- Politeness and respect (https://www.hw.ac.uk/about/work/culture/our-values.htm)

Sometimes members of staff are away on University business and are not able to respond as quickly as normal. If this happens, they will leave an "out-of-office" message and will advise you who to contact instead.

If you have a problem

If you have a personal or any other type of problem that is having an adverse effect on your studies, please discuss it with your Personal Tutor (or programme/ course point of contact).

For problems about your course or study programme, talk to your mentor (or programme/ course point of contact) in the first instance. If that doesn't help, you can contact the University for guidance (refer to your student handbook for details of who to contact).