

## STUDENT LEARNING CODE OF PRACTICE for those studying on campus

### What staff 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 in addition to attending your timetabled classes
- Full engagement and attendance on time for lectures, laboratories, seminars and tutorials: during the semester it is your responsibility to be available to attend classes and, in particular, class tests
- Basic organisational skills, including coming to classes with pen and paper ready to take notes or with equipment for electronic note-taking, and using a calendar so that you don't forget deadlines and appointments
- Attention, courtesy and participation during classes; this includes asking and answering questions in lectures and tutorials
- Respecting deadlines for any assignments
- Taking responsibility for your work, whether completed individually or as part of a group
- Attendance at any scheduled meetings with a member of staff. If you can't make a scheduled meeting, please notify the member of staff in advance rather than just not attending
- 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. Lecturers 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, including health and safety
- 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 facilities/ services provided. This includes switching off your phones and other social media during classes

\* 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 your subject librarian and the 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 staff

Teaching is one of the most important duties for members of staff. Although members of academic staff 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
- Clear information and guidance on assessment requirements
- Availability for face-to-face meetings, either during scheduled office hours or 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
- A timely response to general email questions
- Guidance on specific regulations and requirements including those related to health and safety
- 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. We are here to help. You can also discuss any personal problems including counselling, disability and financial difficulties with the staff in the Student Support Office (<https://www.hw.ac.uk/students/health-wellbeing.htm>, for relevant contacts).

For problems about your course or study programme, talk to the lecturer first. If that doesn't help, you can raise the matter with your Class Representative or the Year Director of Studies.