

CODE OF LEARNING AND TEACHING PRACTICE

A code of practice is the mechanism whereby what is expected in the practice can be clearly set out, i.e. expectations are made clear. In the case of the proposed RUB Code of Learning and Teaching expectations at different levels of the organization have been specified in terms of responsibilities at each level. It is important to note that the responsibilities of one group imply the rights of the other. So, for example responsibilities exercised by the staff can be reasonably expected as the rights of the students.

Royal University of Bhutan

CENTRE FOR UNIVERSITY LEARNING AND TEACHING

Code of Practice for Learning and Teaching

Introduction

Teaching and learning activities in all colleges and institutes of the university shall be governed by the codes of practice for students and staff set out below. The statement of the responsibilities at all levels of the university is to provide guidance on the student and staff behavior and rights in teaching and learning activities and to show how the responsibilities at different levels complement each other. The responsibilities of the students, and the responsibilities of the staff at different levels, are regarded as reciprocal so the responsibilities of one group imply the rights of the other.

Responsibilities of Students

Students of the university have the following responsibilities to:

1. apply themselves to their studies to the best of their abilities;
2. become familiar with the rules and regulations governing the degree in which they are enrolled , and to ensure the modules selected meet the award requirements;
3. be aware of the policies, practices and expectations of the university set out in the RUB Wheel of Academic law and any of college/institute and department in which they are enrolled and which are contained in the module materials and information made available to the m;
4. be aware of, and act according to the rules and regulations concerning the use of college/institute computing ,library and other facilities, and so to respect the rights of other learners ;
5. meet deadlines for the module work to be submitted;
6. take the initiative and consult appropriately when problems arise in any module;
7. submit original work for assessment without plagiarizing or cheating;
8. attend all organized teaching/learning activities, including professional placement, for each module in which they are enrolled (on-campus students) and, for the distance education students, to consider thoroughly all program materials and participate in all prescribed residential schools;
9. accept joint responsibilities for their own learning along with the teaching staff ;

10. provide feedback to the staff about (i) teaching and learning practices and (ii) the quality of modules as well as to contribute to the development of university programs and policies as appropriate ;
11. abide by the university's policies on occupational health and safety so that they can study in a safe and healthy environment
12. be aware of the university's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the university community including respect of the right of staff members to express views and opinions'; and
13. respect the working environment of others in all areas of the university.

Note: Infringement of responsibilities (d) and (g) may lead to disciplinary action.

Responsibilities of Staff

Staff of the university has the following responsibilities to:

1. ensure the publication and distribution to students of clear, accurate and timely information concerning relevant regulations, policies, procedures and expectations of the modules and on the other matters affecting students' studies;
2. develop students' knowledge , understandings, skills and attitudes as defined in the objectives of the university program and modules by providing them with teaching programs , program materials, activities and tasks appropriate to the development of these attributes;
3. provide students with opportunities to be involved in the structuring of their own learning experiences and encourage the m to take joint responsibility of their own learning;
4. take into account the prior knowledge ,abilities and backgrounds of the students in planning teaching activities;
5. assist students to learn from assessment tasks by providing them with timely and constructive feedback especially during the work of the module;
6. attend all classes as timetabled and where this is not possible to ensure that a colleague, competent in that area, will act as substitute teacher;
7. be available to discuss learning including assessment tasks with students or to arrange for fully briefed delegate to be available for that purpose or academically engage the students or make alternative

appropriate arrangements in consultation with the Dean, AA and HoD ;

8. encourage and enable students to evaluate their own and each other's work critically;
9. make time available for giving advice to and for supervising individual students;
10. strive for excellence in their teaching, and to seek and pay attention to feedback from students about effectiveness and appropriateness of their teaching and of the quality of the modules in which they teach;
11. abide by the university's policies on occupational health or characteristics, have an equal opportunity to study and lecturers work in a safe and healthy environment;
12. ensure that all students, regardless of their background or characteristics, have an equal opportunity to learn and to demonstrate that learning;
13. respect students' right to express views and opinions ;
14. demonstrate concern for the welfare and progress of individual students; and
15. ensure that they are not engaged in assessing or supervising the work of students with whom they have relationship which could give rise to undue advantage or disadvantage or make alternative arrangements if such situation arises.

Note: Infringement of responsibilities (f), (k) and (o) are considered serious and may lead to disciplinary action.

Responsibilities of Departments

These responsibilities are exercised through the head of department. They may be delegated to module coordinator or be exercised through a departmental or program committee. Such delegations should be clearly defined.

The department has the responsibilities to:

1. encourage staff to participate in professional development in teaching and learning (including those that relate to teaching cross culturally and acquiring skills in non-discriminatory teaching practice) organized by the department and CULT;
2. ensure workloads amongst departmental staff are equitable where that workload consist of teaching , research and service;
3. encourage academic staff to spend at least 20% of their time on research;
4. provide, during the first week of the commencement of a module, attendance and assessment;
5. ensure that all classes as timetabled have staff present for teaching and learning to take place;
6. provide access for students, by appointment, to academic staff outside timetabled class time;
7. ensure that contemporary information, properly referenced, informs students learning;
8. encourage academics to include information from research within the department;

9. ensure that modules use relevant teaching and learning strategies including, where appropriate student – centered approaches and learning technology tools ;
10. return assessed written work (excluding examination scripts) with constructive comments provided in timely manner;
11. ensure that all assessment is appropriately related to the learning outcomes of the modules ; and
12. make special arrangements where performance is adversely affected by documented illness, disability or other serious cause; and
13. follow up on anonymous student evaluations of teaching and module evaluations with the lecturing staff concerned.

Responsibilities of colleges/institutes

Colleges/institutes have the responsibility to:

1. ensure that applicants for admission to candidature are properly qualified with respect to the minimum requirements for entry to the program concerned and with respect to the particular program of study proposed;
2. ensure the appropriate timing of compulsory modules and availability of sufficient optional modules so that a student passing all modules at the first attempt may complete the program of study within specified minimum time;

3. provide the framework form module, program and curriculum development through conducting regular evaluation processes, including anonymous student evaluations of academics' teaching and of modules;
4. ensure that workload across departments are equitable;
5. provide the resource framework for optimal learning conditions across the colleges/institutes including adequate library facilities;
6. encourage all staff members to value the work of general staff as essential to the work of the university
7. adhere to the procedures laid down by the Academic Board for developing new programs, reviewing or making major changes to existing programs; and
8. Subsequent upon university's approval, encourage consultancy services in the colleges;

Responsibilities of the University

The University has the responsibility to:

1. ensure that appropriate University policies in respect of teaching learning and assessment are developed, kept under review and are effectively promulgated;
2. abide by the University's policies on occupational health and safety so that students study and lecturers work in a safe and healthy environment;
3. ensure that resource provision across Colleges/Institutes is equitable and open according to principles established for this purpose;

4. ensure that adequate development opportunities in teaching, learning and assessment practices are available through the Centre for University Teaching and Learning, and /or through programs developed by departments and Colleges/Institutes;
5. ensure that clear policies exist with respect to the intellectual property rights of students and that students are aware of those rights;
6. ensure that all students are free in all matters relevant to enrolment, assessment and membership of the University community from discrimination or harassment on the disability or personal beliefs;
7. uphold the RUB Code of Teaching and Learning; and
8. ensure a quality learning environment , including appropriate and properly maintained facilities.

Related Documents

Wheel of Academic Law (RUB 2008)

Responsibilities for implementation

- University : Director, Academic Affairs
- Colleges and Institutes : Directors, Deans and Heads of Department

Review Schedule

Academic Board shall consider this policy for review three years after approval, or earlier if required.

Note

This document is based upon the Code of Monash University as set out at <http://policy.monash.edu.au/policybank/academic/education/conduct/suppdocs/code-of-practice-teachingand-learning> and that of the University of Sydney as set out at http://www.arts.usyd.edu.au/school/sophi/students/student_policies/teaching_and_learning.shtml accessed 28th July 2008

Process

The code of Learning and Teaching Practice developed in the following stages:

- The Code was developed by the CULT Consultants in collaboration with the coordinator and Directors, Samtse College of Education. International websites provided the basis for ideas.
- These ideas were then made appropriate for the Bhutanses context. Wide feedback was sought on the draft code. Initially, feedback was sought from VC, Director (Academic Affairs) and Director (Research and International Relations).
- The Code was discussed great details in the CULT advisory committee meeting and further improved.
- The final draft is sent to Academic Board, RUB for consideration.