



Scheduling tutorials policy

Context

The School of Engineering are committed to adopting electronic submission as the preferred method of submitting formative and summative assessments, where pedagogically appropriate, by semester one of academic year 2016/17.

Purpose

This policy aims to define the responsibilities of all parties involved in the tutorial scheduling process to ensure that it runs smoothly.

Benefits

This policy will help ensure that all tutorials are scheduled using the same process the aim of which consistency of the tutorial scheduling process. It will also outline the process and ensure that all parties know their responsibilities and when these need to be completed.

Principles

1. Before the start of the semester it is the responsibility of the academic running the course to contact their course secretary and inform them of the tutorial arrangements required.
 - 1.1. The following information is required:
 - 1.1.1. Tutor name
 - 1.1.2. Time
 - 1.1.3. Location
 - 1.1.4. Maximum allowed members of each tutorial group
 - 1.1.5. Sign-up process
 - 1.1.5.1. Are groups allocated manually by the Course Secretary or using sign-up groups where the students individually register into the tutorial groups?
2. When the course secretary receives the tutorial information from their course organiser it is their responsibility to create the necessary tutorial groups on Learn in the method specified by the course organiser.
 - 2.1. This includes:
 - 2.1.1. Sign-up pages or allocating the students into the groups manually
 - 2.1.2. Adding the tutorial times to the course timetable
 - 2.2. If the course organiser realises that a tutorial group will have to be removed/added for some reason, then it is their responsibility to inform their course secretary of this as soon as this becomes the case.

- 2.2.1. The course secretary will then adjust the tutorial groups to fit this newly changed information as soon as possible with minimum disruption to affected students.

Responsibilities

The course organiser is responsible for organising the tutorials themselves, the teaching staff and the delivered content. They are also responsible of relaying all the necessary information highlighted above to their course secretary, who in turn is responsible for the formality of creating and managing these groups on Learn.

Related Documents

There are no related documents to this policy.