

The University of Tasmania

Code of Conduct for Teaching and Learning

The University undertakes to provide a secure, supportive yet challenging environment for teaching and learning and research supervision – an environment in which students will be stimulated to reach a high level of intellectual attainment. To achieve this, the University will strive to provide appropriate resources (including libraries and computer facilities), teaching and study facilities.

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The following Code of Conduct for Teaching and Learning sets out the responsibilities and expectations the University of Tasmania and its students can legitimately and fairly expect of each other.

A. Responsibility of the University to Students

Information

1. The University will make information about ordinances, rules, policies and codes of practice accessible to students in a user-friendly form.

Admission

2. Prior to the enrolment period, potential students will upon request be provided with current and accurate information about available University courses, entry procedures and financial implications.
3. Students will be selected for entry to the University by fair and open procedures with published criteria outlining access for all levels of candidacy. The principles upon which selection decisions are made will be stated clearly and adhered to by the University.

Unit information

4. The University will, in its several handbooks, publish information (a Unit Description) about each unit or subject, during the year preceding their commencement. The information will outline unit weight, unit objectives, teaching pattern, lecturers, assessment procedures, and other requirements of the student, including any compulsory practicum placements. If the course is subject to a minimum enrolment this will be noted, and units that are run in alternate years and as summer schools will also be included and this fact noted. Unit Descriptions, including titles of required reading texts and required readings, will be published on the Course & Unit Database a minimum of 6 weeks prior to semester to facilitate timely availability of texts and readings for all students immediately prior to start of semester.

See: <http://www.utas.edu.au/policy/vcpol/tlp1.1.html>

5. Within the first week of the academic timetable, the handbook information will be supplemented by written information about each unit (a Unit Outline), including rationale for the unit, teaching and learning processes, details about required and recommended readings, assessment details such as nature of assessment tasks, weighting of each task and assessment criteria, specific attendance and performance requirements for the unit, and a timetable of internal tests and assignments and other assessment deadlines. The information will also include information on how the assessment procedures relate to the objectives of the unit. The consequences of failure to meet the attendance requirements, assessment deadlines and word limits will also be specified. Unit information will include information about the required referencing system, about what constitutes plagiarism and about how plagiarism will be dealt with by the University. Course requirements will not be changed, unless for exceptional circumstances in which case students will receive adequate warning and consultation.

Assessment and progression

6. Students enrolled in a particular course can normally expect to complete that course in the format as described in official university publications at the time of their initial enrolment, providing they make satisfactory progress on an annual or semester basis in line with University rules on student progression and complete within the normal period of full-time candidacy. Where changes to courses are made during the period of candidacy, these will not disadvantage students.
7. Assessment requirements will be consistent with published unit outlines, and therefore must be linked with course and unit objectives as well as with realistic workload expectations for students.
8. Students can expect fair and helpful comment and feedback on their academic work to be provided by the most appropriate means. Mechanisms will exist for students to be made aware of their standard of performance and progress during the period of study of a unit or course. Where necessary, they will be counselled and/or referred to the appropriate educational support services.
9. Assignments will be returned, and examination results will be made available, as expeditiously as possible after their completion. Students have the opportunity to formally question their results in any course or unit. A student may apply in writing for formal review of assessment within 10 days of the notification of the final result. This review will include, where practicable, a remark by an alternative examiner of any examination paper and a check to ensure that all relevant work has been assessed and marks totalled correctly. Students may also request a check that all work has been included in the final mark. If not satisfied with the outcome of this formal review, the student may request the matter be reviewed under the Ordinance of Student Complaints, by writing to the Director, Governance & Legal.

Access to Staff

10. Apart from their scheduled lectures/tutorials, students will have access to members of staff, by appointment or within specified times, to discuss relevant study issues and problems.

Intellectual property

11. The University will have equitable policies relating to intellectual property generated in the course of study, and will ensure that these are respected and observed throughout the University community.

See: http://www.utas.edu.au/universitycouncil/legislation/pol_intellprop.doc

Access to equipment, resources and support services

12. The University will ensure that all equipment to be used by students is functional and safe to use, and that students have adequate access to such equipment to meet the requirements of their courses.
13. The University will ensure the provision of adequate and current library/information resources and user support services to allow students to meet the requirements of their courses.
14. The University will encourage the maintenance and/or development, either on its own responsibility or by the Student Union or other appropriate bodies, of a network of support for all students, in areas such as health, childcare and other support services, recreational facilities, personal, study and career counselling, and advice on financial, accommodation and related matters.

Student participation

15. The University will provide opportunities for students to participate in the functioning of the University, to have representation on policy-making committees at various levels of the University, and to provide feedback on the teaching/learning environment.

Harassment and discrimination

16. The University will endeavour to provide an environment for students which is free from harassment and discrimination as set out by relevant Federal Anti-discrimination legislation – Racial Discrimination Act 1975 and Sex Discrimination Act 1985. Where alleged harassment or discrimination occurs, procedures will be available to students to facilitate expedient and just resolution of problems. The relationships that University staff develop with their students will not provide any basis for the abuse of the power that staff have over students in the University environment nor of the trust that students may legitimately expect to place in staff.
17. The University will endeavour to address the reasonable needs of all of its students regardless of gender, ethnicity, age, disability or diversity of background.

Confidentiality

18. At all times students can expect the University to hold confidential all personal information and to release it outside the University only with student consent and knowledge or when legally required to do so.

Access to personal files

19. The University will grant students access to their personal files in accordance with the law.

Concerns and grievances

20. The University will provide an environment in which concerns and complaints will be treated seriously, attended to and resolved as quickly as possible. A student may lodge a complaint without fear of disadvantage. A set of clear procedures will be provided for complaints in relation to academic matters, library matters and disciplinary decisions.

See: http://www.admin.utas.edu.au/ac_serv/complaints_info.html

Responsibilities of staff

21. The University will seek to ensure that staff are fully aware of their responsibilities under the University ordinances, rules, policies and codes of practice.

B. Responsibilities of students to the University

22. Students are expected to make themselves aware of all University ordinances, by-laws and policies pertaining to their rights and responsibilities as students and to abide by the rules and regulations in the ordinances and by-laws. The ordinances, by-laws and policies are published in the University's Calendar and the several Handbooks of the University, available for purchase and for perusal in the University libraries.
23. For the units in which they are enrolled, students should make themselves aware of all unit information made available in the appropriate handbook, distributed information, in the Unit Description in the Course & Unit Database, and in the Unit Outline in the first week of the academic timetable and should raise any questions or concerns with the appropriate academic staff member in a timely manner.
24. Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.
25. Honesty, ethical behaviour and professionalism are required from students in all of their dealings with the University. Cheating, plagiarism, allowing another student to copy work for an assignment or an examination, damaging or defacing books or other library materials may be dealt with as an offence

under the Ordinance of Student Discipline punishable by sanctions such as exclusion from the University or cancellation of marks.

26. Students are responsible for monitoring their own progress within the teaching/learning environment and the academic program. They should contact staff for assistance promptly if they have concerns about particular aspects of their learning and/or progress, and should also make use of the counselling and other support services available as the need arises.
27. Students will be invited to participate in the functioning of the University and to provide feedback on the teaching/learning environment. Student participation is important as students represent a key constituency within the University and provide a useful perspective on its operations. Accordingly, when they accept appointment to committees of the University, they should fulfil, to the best of their abilities, the responsibilities attendant on such appointment.
28. Students are expected to act at all times in a way that demonstrates respect for the rights and privileges of other members of the University community, both fellow students and staff, and show commitment to the ideals of a university with special reference to excellence in performance and freedom of expression.

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