

THE GLASGOW SCHOOL OF ART

TEACHING AND STUDENT ENGAGEMENT IN LEARNING GUIDANCE

POLICY DETAILS:

| | |
|----------------------------------|--------------------------------------|
| Date of approval | October 2017 |
| Approving body | Academic Council |
| Supersedes | New |
| Date of EIA | October 2017 |
| Date of next review | <i>See departmental schedule</i> |
| Author | Mark Charters |
| Responsible Executive Group area | Learning and Teaching Team |
| Related policies and documents | N/A |
| Benchmarking | Review of sector policy and practice |

THE GLASGOW SCHOOL OF ART

TEACHING AND STUDENT ENGAGEMENT IN LEARNING GUIDANCE

Overview

GSA is committed to providing the very best learning experience for all of our students and to delivering high quality teaching and learning activities. Teaching and student contact are important aspects of the student learning experience and we strive to ensure that these are timetabled well in advance and are delivered as outlined within programme and course documentation. This guidance document provides clear information to staff and students about the production, availability and amendment of course and programme timetables and outlines the responsibilities of both parties in engaging with learning activities.

Guiding Principles

This guidance document is designed to support the following key principles:

- To support the delivery of the highest quality learning and teaching experience for students at the Glasgow School of Art
- To ensure that student and staff time is effectively scheduled
- To support academics and schools in the timely production of programme/course timetables
- To provide easy and timely access to timetable information via the VLE
- To ensure that timetabling takes cognisance of reasonable adjustment and other equality and diversity considerations

Responsibilities

Students are responsible for engaging in their learning and for managing their time effectively. Students are expected to:

- Attend all timetables teaching activities
- Inform programme leaders/course tutors of any non-attendance
- Engage with set independent study tasks and where required engage with set catch up learning activities
- Immediately inform their Programme Leader/Course tutor/Stage Leader of any clashes of timetabled activities
- Immediately inform their Programme Leader/Course Tutor/ Stage Leader of clashes in assessment submissions

Programme Leaders are responsible for coordination of teaching activities and the production, release and amendment of timetables for students. Programme Leaders are expected to:

- Ensure programme and course documentation are up to date
- Ensure that timetables include first programme/ course/year level meetings each semester and should be issued no less than three weeks in advance of that first meeting
- Respond to, and where appropriate resolve, students' notification of timetable and assessment clashes
- Ensure that where students are unable to attend specific classes, within reason, there are alternate means of achieving the learning outcome

- Ensure identified reasonable adjustments are made in relation to the coordination of teaching activities and setting of timetables
- Monitor implementation of the guidance through student feedback at SSCC/BoS and report to the Head of Learning and Teaching to facilitate provision of an update to the nearest L&TEWG following the SSCC/BoS.

Programme leaders may devolve these responsibilities to Course Tutors/ Stage Leaders where appropriate

Timetable Production and Availability

Timetables should be produced by Programme Leaders/Course tutors/Stage Leaders for each course/programme in line with the following requirements:

- Timetables will identify all teaching contact points for a minimum of one semesters teaching
- Timetables should indicate clearly the date, time and provisional venue for teaching contact.
- Timetables should be available to students prior to the commencement of teaching, normally no less than three weeks in advance of the first meeting
- Timetables should be available on the programme/course VLE site and be easily accessible to students.

Timetable Changes

Timetables will not normally be changed during the semester however; it is recognised that learning opportunities may present themselves which would be extremely valuable to the student learning experience. These situations can include but are not limited to a live project, an external practitioner or creative industry contribution, an offer of a field trip or practice visit etc. In such instances the following procedure will be followed:

1. Where a timetable change is proposed this will be discussed with and agreed by the Programme Leader.
2. Students should be given as much notice as possible of any timetable changes, with the expectation that this will be no less than ten working days.
3. Programme Leaders/course tutors/ stage leaders will advise students of timetable changes via email and post a notice of this change, along with an updated timetable, to the VLE.

Cancellation of teaching contact

Academic Staff are expected to avoid cancelling teaching contact points, however, in some instances, there is no other option available to staff other than to cancel a teaching contact and in such situations the following procedure should be followed:

1. If it is necessary to cancel a teaching contact owing to illness, or any other unforeseen situation, it is important that members of staff notify the School as early as possible so that students can be promptly informed.
2. The member of staff should telephone the School Administration Office as early as possible. They should also email the relevant Academic Support Manager, Programme Leader and/or Line Manager detailing their programme/course, class or tutorial meeting time and location,

and rescheduling information, if available. Staff teaching on PGT Cross School Electives should also notify the Senior Academic Fellow in Digital Learning and the Learning and Teaching Office Administrator.

3. Staff in the School Administration Office will:
 - a) email all students affected on the course/programme and inform them of the cancellation together with an apology and explanation of the reason for the cancellation.
 - b) display a notice on the appropriate classroom/Studio door and post a notice to the VLE.
4. In the event that the illness or other unforeseen situation extends beyond one session the School will put in place contingency arrangements to cover subsequent teaching contact points.

Rescheduling Classes / Supporting Student None Attendance

- Where a cancellation has occurred students will be provided with an equivalent learning opportunity in order to cover the material that was to be delivered. In undertaking this the relevant member of staff must ensure reasonable adjustment to eliminate discrimination is considered and where necessary factored in.

Grievance and Complaint

Where student feel that the expectations of this guidance are not being fulfilled by the School and this has had a negative impact upon their experience of studying at GSA they have the right to submit a grievance through the GSA Complaints Handling Procedure (<http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/complaints/>). Students may wish to consult the Students' Association in order to support them through this process.