

## Section 6: Programme-related matters

# Guidance note on teaching during the working week

*[Approved by the University Board for Teaching and Learning on 29 January 2018]*

1. The following specific provisions have been approved by the University Board for Teaching and Learning in respect of teaching during the working week:

## Wednesday afternoons

2. The University Board for Teaching and Learning has agreed that teaching for undergraduate or postgraduate taught programmes should not normally be timetabled for Wednesday afternoons from 1.00pm onwards, with the following exceptions:
  - a. IWLP modules and other University-wide modules (such as Entrepreneurship);
  - b. modules offered within accelerated Masters programmes;
  - c. fieldwork;
  - d. classes which are double-taught, where students have a choice of which session to attend; and
  - e. teaching sessions which exceptionally have been given prior approval by the relevant Teaching and Learning Dean to be taught on Wednesday afternoons.
3. This restriction on teaching on Wednesday afternoons has been approved to enable students to engage in sports, volunteering and other extra-curricular activities, which generally support the development of a range of skills and contribute to students' employability.
4. Students, when on placement, are exempt from this policy.

## Teaching beyond 6pm

5. The University Board for Teaching Learning has agreed that teaching for undergraduate or postgraduate taught programmes should not normally, and wherever possible, be timetabled beyond 6pm. The University Executive Board has affirmed the University's continued commitment to avoid timetabling classes beyond 6pm, wherever possible, from 2017/18 until at least 2019/20.
6. Exceptions to this policy where students request teaching or instances where it is essential for Schools/Departments to request that teaching be undertaken beyond 6pm may be permitted where Schools/Departments have carried out a full consultation with RUSU and any students impacted (unless in respect of Part 1 classes) **and** upon approval from the Teaching and Learning Dean. Any such exceptions will be referred to the University Board for Teaching and Learning for note.

7. RUSU will refer any cases of non-compliance to the University Board for Teaching and Learning and Teaching and Learning Deans for further investigation.
8. The University Board for Teaching and Learning will oversee the implementation of this policy and will consider a termly report on the timetabling of classes after 6pm from Student Timetabling and Room Booking Operations. The University Board for Teaching and Learning will seek to reverse any extensions which have not been agreed in accordance with this policy.

Version	Keeper	Reviewed	Approved by	Approval Date	Effective From
1	AGS	Every year	UBTL	29 January 2018	2017/18