POLICY AND PROCEDURES FOR TUTORIALS

1. RATIONALE

1.1 Academic Regulations state the following: 'The University may organize modules in the form of tutorials for a particular student or groups of students, subject to the approval of the respective Dean. Tutorials generally involve a reduced number of contact hours, compensated by additional requirements for independent work'.

1.2 Tutorials have a long, well-established and illustrious history in university teaching and learning. They typically require extensive preparation by the teacher and student(s), including, for example, private study, writing, project work, research, special visits or projects.

1.3 Tutorial arrangements can be the preferred mode of teaching and learning, where they are fit for educational purpose.

1.4 Apart from a well-tried pedagogical method, they are also used in the event of special circumstances.

2. ELIGIBILITY

2.1 Tutorials may be the regular pedagogical strategy for individual or small group teaching, contrasted with using tutorials as a scheduling convenience, and open to all students of the module at the discretion of the Dean.

2.2 Tutorials may also be used in unusual cases or exceptional circumstances, singly or in combination, for example:

    a) In the event of scheduling difficulties (e.g. timetable clashes; the availability and scheduling of resident and/or Visiting Academics and the effects of these on their own and others' scheduling);

    b) For students who have changed programme in mid-stream (e.g. if a new programme has replaced an old programme and students have elected to switch to the new programme) and who, therefore, need to take new modules that had already run before they had joined the new programme, causing scheduling problems;

    c) For students who have been granted recognition of prior learning but who need to fulfil the requirements for additional, specific modules in order to enable them to join the main year or class group (e.g. to have completed certain prerequisite modules);

    d) For make-up classes (e.g. for students who have been absent through illness or on approved leave of absence);

    e) For students who, for approved reasons, have missed one or more modules and/or have failed one or more modules, and who are required to complete the particular module(s) in order to graduate on time or to be able to progress to the next stage of their programme;

f) For students who have to retake classes;

g) For students who remain at USJ whilst others (typically a large majority) in their class are out of USJ, e.g. on exchange visits, Study Abroad; internships etc.;

h) For students who have had to take certain modules in previous semesters, preventing them from taking certain other modules, and who now have to pick up the module(s) that they had missed earlier in order to graduate;

i) For students who are working outside USJ at certain times, e.g. on internships, on teaching practice, on projects, on research field work, as part of their programme, and who need to meet the teacher as part of the arrangements for that element of the programme;

j) For students who are on approved leave from USJ for other reasons;

k) For students with particular needs and/or who require particular kinds of support;

l) Other circumstances on a case-by-case basis.

2.3 Tutorial arrangements with regard to (2.2) are made on a case-by-case basis, and must be approved through the process set out in para. 4 below.

2.4 The decision on whether to accept a student's request for tutorial teaching for what would normally not adopt this pedagogical method (e.g. to replace a class lecture-based pedagogy) rests with the University, and the personal preference of a student is usually an insufficient reason for granting the request.

3. CHARGES

3.1. Enrolment in tutorial modules may require additional charges. These are decided on a case-by-case basis, taking account of several factors, including, but not limited to: whether the situation requiring the tutorial was due to teacher or student factors; whether the situation requiring tutorial arrangement to be made were foreseen; the reason(s) for, and responsibilities that gave rise to, the tutorials; other events and circumstances that have a bearing on the situation.

4. PROCEDURES FOR ENROLMENT:

4.1 The procedures for scheduling tutorials are:

(a) The Coordinator (or Dean) initiates a request to organise the tutorial for a student or a group of students.

(b) After the Dean's approval, the Coordinator must complete the Tutorial Request Form and submit to the Academic Affairs Office.

(c) Before the Registrar's endorsement if the tutorial implies additional costs to the University (i.e. if it is not merely a replacement for a module that would be

scheduled in that same period) the Registrar will decide whether enrolment in this specific tutorial module should require the payment of an additional fee.

(d)   After a decision is made on whether or not this module should be charged additionally to the students, the Academic Affairs Office proceed to scheduling the tutorial. Once the schedule is confirmed, the information is communicated to the respective Teacher, Coordinator and student(s).

(e)   The Coordinator is responsible for approving the tutorial syllabus, particularly the assessment criteria and overall plan for the tutorial, before the tutorial starts and for reviewing the grade assessment report once the class concludes.

(f)   Once the class is scheduled the Tutor is responsible for submitting the grade(s) on MyUSJ within one month of the conclusion of the tutorial.

5.   SCOPE

5.1   This policy applies to all members of USJ, including visiting staff.

5.2   This policy does not apply to other parties outside USJ.

5.3   This policy does not apply to the USJ Nursery.

6.   ROLES AND RESPONSIBILITIES

6.1   Overall responsibility for oversight and implementation of this policy, its uptake and impact on practice in the University, its evaluation, monitoring, review, reporting and amendment, rests with the Executive Council.

6.2   Deans, Programme/Department Coordinators, Heads of offices and units, and all staff are responsible for ensuring that this policy is implemented correctly and fairly in all the work for which the unit is responsible.

7.   REFERENCES

7.1   This policy should be read in conjunction with the University policies and Regulations for, and Terms of Reference on: Academic Regulations; Academic Integrity; Academic Appeals; Monitoring, Review and Reporting; Quality Assurance and Enhancement; Graduate Attributes; Student Evaluations of Teaching.

8.   REVIEW

8.1   This policy takes effect from 7 April 2021 and is subject to ongoing review and amendment as appropriate.

8.2   Amendments to this policy are made by the Executive Council in response to advice and recommendations from across the University.

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