# **January 2025 - Teaching Preparation Checklist for Departmental Staff**

### **Teaching Plan**

1. Heads of Department, Directors of Teaching and/or Programme Leads to conduct final checks to ensure **teaching staff (including tutors) are in place for all modules** in programme.
2. Agree **teaching contingency plan** and/or **informal arrangements for teaching staff absence.**
3. Consider **teaching methods** with awareness of students who require reasonable adjustments.

### **Assessment Preparation**

1. **Consider assessment practices** with awareness of students who require reasonable adjustments to their assessments. **Configure assessments and schedule** within the context of the [University’s Assessment and Feedback Policy, procedures and guidelines](https://www.strath.ac.uk/staff/policies/academic/).
2. **Consider any arrangements that should be made for the use of AI within assessments** as a Department approach. See [guidance and resources on generative AI in learning, teaching, and assessment at Strathclyde](https://strath.sharepoint.com/sites/qeat/SitePages/Generative-AI-in-Learning,-Teaching,-and-Assessment-at-Strathclyde.aspx?csf=1&web=1&e=aKH8EC&CID=5c565ea1-a070-a000-5636-f645eaac125e&cidOR=SPO&xsdata=MDV8MDJ8bmF0YWxpYS5nYXNpb3Jla0BzdHJhdGguYWMudWt8YjBlMWJmNzMwZTRkNDViMTJhMjEwOGRjZjc1NGNiNjJ8NjMxZTA3NjMxNTMzNDdlYmE1Y2QwNDU3YmVlNTk0NGV8MHwwfDYzODY1NzE5MDc2OTM2Mzk5NnxVbmtub3dufFRXRnBiR1pzYjNkOGV5SldJam9pTUM0d0xqQXdNREFpTENKUUlqb2lWMmx1TXpJaUxDSkJUaUk2SWsxaGFXd2lMQ0pYVkNJNk1uMD18MHx8fA%3d%3d&sdata=cEk3aEFhRklzRUdGM0NPWUtvS3pKNTJFU3FkdXhtUkd6MWk3KzlBUDVBcz0%3d).
3. **Set assignment schedule and due dates** within parameters (see [Policy and Procedure for Late Submission of Coursework](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Procedure_for_late_submission_of_coursework_-_published.pdf) and **provide visibility of marks return deadlines**.
4. **Review module roles and responsibilities and update as appropriate (e.g. Lecturer, Organisers, Class Administrators, etc.).** Roles can be updated via Pegasus or Myplace dependent upon the role presently held. [Further information](https://universityofstrathclyde.atlassian.net/wiki/spaces/MS/pages/7274612/Roles) on formal and informal roles is available.
5. Finalise and share **internal timetable for assessments** (for all formal assessment diets) in accordance with central examination process (e.g. when exam papers are to be sent to external examiners etc.).

### **Timetabling and Room Bookings**

1. Ensure all **teaching is timetabled** and the **published timetable is made available for timely communication to students**.
2. **There have been changes in the number and location of some teaching rooms** e.g. University Centre is no longer available as a teaching venue. **Check all timetabled teaching activity is allocated** and that any allocated rooms support the teaching requirement in relation to layout, furniture and facilities.
3. For further information on actions related to **teaching room preparation and on the day teaching room advice**, please refer to the *Teaching Preparation Checklist for Teaching Staff/Module Leaders*.
4. **Support the update of any Personal Emergency Evacuation Plans (PEEPs)** for any students requiring advanced planning relating to timetabling. Please liaise with Safety, Wellbeing and Resilience as required.

## **Late Arrivals**

1. Ensure **Departmental plan for late arrivals** is communicated to module leaders (e.g. induction materials, teaching materials etc.).
2. **Assess** **impact of any late arrivals on timetabling and required resources** (e.g. scheduling of teaching, allocation of students, allocation of resources and allocation of rooms) if applicable and **contact timetabling and room bookings** as required.

### **Student Communications and Representation**

1. If responsible for a **programme-level Myplace page**, please refer to the *Teaching Preparation Checklist for Teaching Staff/Module Leaders* for information on recommended actions.
2. Agree **programme/module student communication channels** (e.g. Myplace notifications).
3. Encourage **student representatives** at programme/module level (if needed) and/or contact known student representatives as necessary.
4. Inform students of [Library](https://www.strath.ac.uk/professionalservices/library/) training, support and resources, including [Library tours](https://www.strath.ac.uk/professionalservices/library/visitthelibrary/librarytours/) (virtual and in-person) and induction sessions (for new cohorts), [subject guides](https://guides.lib.strath.ac.uk/?b=g&d=a) and [training sessions](https://strath-ac.libcal.com/calendar/LibraryTraining?cid=8613&t=g&d=0000-00-00&cal=8613&inc=0) (e.g. referencing skills and software).
5. Ensure staff **discuss and signpost key University policies** **to students** via appropriate mechanisms (e.g. programme handbooks, Myplace, welcome/induction session(s)):

* [Guidance on Maintaining Academic Integrity](https://www.strath.ac.uk/professionalservices/educationenhancement/qualityassurance/academicintegrityguidance/)
* [Personal Circumstances and Academic Appeals Procedure](https://www.strath.ac.uk/policies/academicpoliciesprocedures/personalcircumstancesacademicappealsprocedure/)
* [Dignity and Respect Policy](https://www.strath.ac.uk/sees/studentpolicies/policies/equalitydiversity/dignityrespectpolicy/)
* [Student Guidance on the use of Social Media and Virtual Learning Environments](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Student_Guidance_on_the_use_of_Social_Media_and_Virtual_Learni.pdf)
* [Policy and Procedure on Extensions to Coursework Submission](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Procedure_on_extensions_to_coursework_submission_-_published.pdf)
* [Policy and Procedure for Late Submission of Coursework](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Procedure_for_late_submission_of_coursework_-_published.pdf)
* [Guidelines on the use of Turnitin](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Guidelines_for_the_Use_of_Turnitin.pdf)
* [Student Discipline Procedures](https://www.strath.ac.uk/staff/policies/academic/studentdisciplineprocedures/) (Guidance and forms for students are available via this link)
* [Voluntary Suspension Guidelines](https://www.strath.ac.uk/professionalservices/studentexperience/studentlifecycle/voluntarysuspension/)
* [Procedure for Managing Students with Criminal Proceedings and Unspent Criminal Convictions](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Procedure_for_Managing_Students_with_Criminal_Proceedings.pdf)
* [Policy and Procedures on Fitness to Practise](https://www.strath.ac.uk/policies/academicpoliciesprocedures/fitnesstopractise/)
* [Policy and Code of Practice for Postgraduate Research Study](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Code_of_Practice_for_Postgraduate_Research_Study.pdf)
* [Student Module Evaluation Policy](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Student_Module_Evaluation_Policy_-_Final_15062021.pdf)

1. Finalise **programme welcome/induction session** inclusive of key information, including:
2. Details of **key University policies** (as above), including **academic integrity responsibilities**
3. Information on **student support and wellbeing services:**

* [Learner Development Services](https://www.strath.ac.uk/studywithus/strathlife/academicsupport/)work with students and staff to support useful learning and research excellence. They do this through one-to-one consultations, classroom-based activities, drop-in tutorials, and online resources. They offer advice on a range of academic practices, including: mathematics and statistics; writing for assessments and research; organisation and time management; reading and notetaking; critical analysis and evaluation, and exam preparation and performance.
  + - Students can book an appointment [here](https://strath-ac.libcal.com/appointments#s-lc-public-ptt) or by emailing [learner-development@strath.ac.uk](mailto:learner-development@strath.ac.uk).
    - The Learner Development Centre is located on Level 4 of the Mary Dunn Wing in the Learning and Teaching Building and there are resources available on the Learner Development Services MyPlace class.
* The [Disability and Wellbeing Service](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/) offer a broad range of support to students with any disability, mental health and wellbeing related needs, including 1-1 disability needs assessments and mental health assessments, general health support, 1-1 counselling and assistance with adjustments for learning, teaching and assessment.
* The Disability and Wellbeing Service can be contacted by students and staff by phoning (Tel. 0141 548 3402) or by emailing ([disability-wellbeing@strath.ac.uk](mailto:disability-wellbeing@strath.ac.uk)). Appointments are available Monday – Thursday 9am to 8pm and Friday 9am to 5pm. For students presenting with wellbeing and mental health concerns, same day appointments are available.
* The Service is located on Level 4 of the Mary Dunn Wing in the Learning and Teaching Building.
  + - [For out of hours support](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/spectrumlife/), a digital and telephone mental health support programme can be accessed by all students 24/7, 365 days, through our partnership with [Spectrum Life](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/spectrumlife/).
    - Students can access support from the [Rape Crisis Student Support Service](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/rapecrisisstudentsupportservice/).
* The [**Funding and Financial Support Team**](https://www.strath.ac.uk/professionalservices/studentexperience/fundingfinancialsupportteam/)at the University of Strathclyde offers advice on funding entitlements and financial support for students. They serve as the main point of contact for UK funding bodies, including SAAS, Student Finance England, Wales, and Northern Ireland. The team administers various financial support funds to assist students in need, such as the Discretionary and Childcare funds, as well as an international students support fund.

* [International Student Support Team](https://www.strath.ac.uk/studywithus/internationalstudents/whileyourehere/internationalstudentsupportteam/) can offer guidance and support for settling into life in

Glasgow. They offer advice via email and one-to-one in-person or Teams appointments. There is also a [comprehensive Arrivals webpage](https://www.strath.ac.uk/studywithus/internationalstudents/beforeyouarrive/internationalarrivalsupport/), and guided Campus Welcome Tours are available for all new international students. From 13th – 24th January 2025, the International Student Support Team can be found in the Student Experience Welcome Hub, located on Level 4 of the Learning and Teaching Building.

* Look out for more information about Student Support services on MyPlace and University social media.
* [Safe360](https://www.strath.ac.uk/whystrathclyde/safe360/) means **incorporating** **safety in every area of University life**. Students can:
* Report any form of abuse, harassment, discrimination or hate via [Report & Support](https://www.strath.ac.uk/whystrathclyde/safe360/reportsupport/) and receive support from our First Responder Network
* Report [Gender-based Violence](https://www.strath.ac.uk/whystrathclyde/safe360/gender-basedviolence/)
* Apply to use [Strathclyde SOS](https://www.strath.ac.uk/whystrathclyde/safe360/strathclydesos/) - personal alarm protection delivered through a student’s smartphone, 24 hours a day, 7 days a week
* Access support from the [Rape Crisis Student Support Service](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/rapecrisisstudentsupportservice/)
* Raise awareness of [Support for English for Academic Study (SEAS)](https://www.strath.ac.uk/studywithus/englishlanguageteaching/supportforenglishforacademicstudyseas/) - online, asynchronous,

self-study only support for academic English which any student can utilise alongside their

main degree studies. This is intended to complement the live teaching support available

through [ELT In-sessional](https://www.strath.ac.uk/studywithus/englishlanguageteaching/in-sessionalgeneralenglishandenglishforacademicpurposes2024-2025/), which is provided for international students only. SEAS is

part of the package on the [Learner Development Myplace pages](https://classes.myplace.strath.ac.uk/course/view.php?id=26708), offering targeted support

for students to develop academic English skills.

c) Remind students of the **registration processes for new students**

(i.e. all students can now fully register online, the Student Loan Company now accept

registration as proof of attendance). The digital student card, available via the Mobile App,

is now considered the primary form of student ID and the physical card is supplementary.

[Physical student cards](https://www.strath.ac.uk/studywithus/registration/studentcard/) can still be requested by students should they require one.

Students can make an appointment and physical student cards can be collected from the

Learning and Teaching building. Digital student cards will be available via the Mobile App.

d) [Consent to contact](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/consenttocontact/#:~:text=We%20understand%20that%20sometimes%20you,them%20including%20parents%20and%20guardians.) – inform students that **during the registration process each year,**   **they will be asked to provide additional details of a trusted individual to be their**

**‘wellbeing contact’**. This is part of the University’s commitment to supporting student

mental health and wellbeing. If a student opts in, this will allow the University to contact that trusted individual if we have serious concerns about the student’s wellbeing. Further

information is available in the [Emergency and Wellbeing Contact Procedure and Guidance](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/consenttocontact/emergencywellbeingcontactprocedureguidance/).

e) Details of **staff office hours**.

f) Details of **student reps (**[Strath Reps](https://www.strathunion.com/voice/studentreps/)**)**.