

Teaching Staff Week by Week Guide

Last updated 10/9/19 by Judy Robertson

Key

Undergraduate teaching – blue

MSc teaching – orange

Personal tutoring and events with students – green

Teaching development - pink

Admin – yellow

Generally useful things to know

Teaching help: If you'd like to discuss your teaching, you're welcome to drop by Teaching Hour which is every Thursday at 11am in IF 3.49

Personal tutoring help: if you're new to the role, you can find information here: <https://web.inf.ed.ac.uk/infweb/student-services/ito/staff/pt>. The Senior Personal Tutor is Paul Jackson who can provide additional support if you need it.

Planning a new course: if you're thinking of proposing a new course, give yourself time to plan it out over first semester in discussion with your mentor and the Head of Curriculum (Sharon Goldwater). The meetings to approve new courses are at the start of semester 2. You should put your reading list on the course web page one month before semester starts.

Tutorials: For visa and immigration compliance please take tutorial attendance if your course has tutorials or labs for every week that these run.

Exam Setting: When you're setting an exam, you should only use one of the secure PCs in the ITO. ITO will advertise when these are available for you to use so that you can set your exam for the December exam diet. If there are any Visiting Undergraduate Students (VUGs) taking one of your courses that runs in semester 1 but that has a May exam, you will need to set a December exam in addition for the VUGs.

How to use the exam PCs: This information will be in the email but ITO will be there to help you along the way and you can find a quick guide on the Wiki webpage:

<https://www.wiki.ed.ac.uk/display/ITOG/Exam+PC++Quick+Guide>

Exam setting deadlines: can be found here: <http://web.inf.ed.ac.uk/infweb/student-services/ito/staff/exams-boe/exam-setting-deadlines>.

Keep in mind that the exams go through a couple of iterations. You will nominate a checker for your exam (another member of staff in Informatics) before it goes to the external examiner, and then you'll need to respond to the changes requested by the external. August exams are expected for non-hons and we try to get them set at the same time as the Dec/May papers.

For honours courses, re-sits are not permitted so the only candidates eligible are Ordinary candidates who have failed an exam or students with special circumstances in the main diet who have been granted a "null sit" and are taking the exam in August as a first attempt. With this in mind we often don't know an exam is required until the Special Circumstances Committee makes that call. Visiting students are an added complication and we currently do not participate in the University's Overseas Examination Service for August exams.

BoE Membership List: Please keep an eye out of which boards you are down to go to. If you teach a semester 1 course you will be asked to attend the board that your course goes to (this may be January or June); if you teach semester 2 courses you will be asked to attend the June board so that you can comment on your course. You may also be asked to attend the stage 2 boards (for progression/awards). Membership list can be found here: <http://web.inf.ed.ac.uk/infweb/student-services/ito/staff/exams-boe/boe-membership>

Personal tutoring: If one of your personal tutee students has ill health or personal difficulties, the Informatics Student Support team can help you to provide support. If it affects their assessment performance, then you should help them to complete a Special Circumstances form in time for the exam boards.

Semester 1

WEEK	ACTIVITY
Week -1	If you're new to Informatics, talk to your mentor or a senior colleague about your teaching
	Personal tutoring training sessions often run this week, see https://web.inf.ed.ac.uk/infweb/student-services/ito/staff/pt/st-briefing
	MSc Projects: It's MSc marking time! Timetable of MSc dissertation: http://www.inf.ed.ac.uk/teaching/courses/diss/timetable.html
Week 0	Induction Week Activities: This is a good chance to meet the new students. If you are taking part in any induction activities please ensure you attend these during induction week (week 0) – information can be found in each student handbook: http://web.inf.ed.ac.uk/infweb/student-services/ito/students/taught-msc-handbook-2018-19
	Coursework Deadlines: Update your Learn page with coursework deadline dates. Should coursework deadlines change please inform the ITO as we need this information for various admin work. Information on Learn: https://blogs.ed.ac.uk/ilts/ Please take note of coursework deadline dates as they vary according to whether your course has an exam or not: http://web.inf.ed.ac.uk/infweb/student-services/ito/admin/coursework-projects/semester-time-coursework-deadlines
	Course Enrollments: Please take note of key dates in which enrollments of courses are to be completed by, all course changes are to be made by end of week 2: https://www.ed.ac.uk/student-systems/key-dates
Week 1	If you are a personal tutor meet your tutees to welcome them back. Complete matriculation and course enrolment, ensuring courses match the degree programme structures: http://www.drps.ed.ac.uk/19-20/dpt/drps_inf.htm Other Personal tutor information: http://web.inf.ed.ac.uk/infweb/student-services/ito/staff/pt/pt-statement-staff
	Arrange to meet your honours project students in the next week or so.
Week 2	MSc Board of Examiners: This meeting is important to ratify marks: what we decide here is crucial for the students' degrees
Week 3-6	UG4 Projects: Look out for a message from your project group coordinator to arrange review meetings; help your students to prepare for presentations. Attend group meetings (First of 3). If you're a group coordinator send out feedback to students. More information at the UG4 Project webpage: http://www.inf.ed.ac.uk/teaching/courses/proj/

Week 6	Mid-semester feedback – It's time to gather some formative feedback about your teaching from the students. Remember to tell the students about a summary the comments you received and the actions you have taken in response.
Week 7	Exams – December diet: Week 7 – corrections following internal vetting to be completed.
	Consider emailing your personal tutees to let them know you can help if they are struggling with course work
Week 8	UG4 Projects: Second project group meetings
	Coursework marks to be submitted to ITO: Please note there are different times for which course marks need to be submitted to the ITO depending on whether your course has an exam or not. This information can be found at the bottom of this webpage: http://web.inf.ed.ac.uk/infweb/student-services/ito/admin/coursework-projects/semester-time-coursework-deadlines
Week 9	CEQs (course enhancement questionnaires): This is the University's way of getting summative feedback to help us improve our courses. Advertise to students taking your course/s that these will be available for them to fill weeks 10-12. They will get a notification when these are open and they can access these through the Learn page, usually under 'course information' section.
Week 10	Student Staff Liaison Committee meetings: If you are a year organiser the ITO will be in touch to arrange this, the meeting usually occurs in week 10-11.
	Exams: Final (master) copies of the exam to be completed following external examiner and vetting committee comments.
Week 11	Course evaluation: Remind students taking your course/s to complete CEQ questionnaire.
	Winter graduation reception: Takes place toward end of November – all teaching staff are welcome. Keep an eye out for the invite by ITO. Graduation dates can be found here: https://www.ed.ac.uk/student-administration/graduations
Week 12	Consider emailing your personal tutees to wish them luck for their exams, and remind them of the special circumstance procedures
December - January	<ul style="list-style-type: none"> • Examinations: These take place across a 2 week period. ITO would have been in contact with regard to contact details should there be any issues with the exam on the day. Please ensure that yourself or someone else who would be able to answer queries is available for this. Dates are confirmed closer to the time by the examinations team – keep an eye on this webpage for updates: https://www.ed.ac.uk/timetabling-examinations/exams/exam-diets • Board of Examiners: There are only stage 1 boards across January. ITO will be in touch with details well ahead of this time. • Special Circumstances: If any of your personal tutees has special circumstances please ensure that all relevant paperwork is sent to the Student Support Team in advance of the meeting. Deadline dates of this can be found on the BoE webpage – please note that each semester will have a different deadline date, select the relevant BoE to see the date (January, June, Aug/Sept): http://web.inf.ed.ac.uk/infweb/student-services/ito/staff/exams-boe/boe-timetable

	<p>Student Support Team: If you have any queries about special circumstances, you can always contact the SST at inf-sst@inf.ed.ac.uk</p> <ul style="list-style-type: none"> • Undergraduate prize giving: This involves the SDP prize winners (students) and the staff involved. If you are involved you will receive information about this event.
	<p>Personal tutees -Check to see the progression decisions for your personal tutees. If someone has not progressed to the next stage of study, contact them to offer support as necessary.</p> <p>Degree Regulations, Progressions and Permissible Credit Loads from Reg 36: http://www.drps.ed.ac.uk/18-19/regulations/UGDRPS18-19.pdf</p> <p>Taught Assessment Regulation 27 - resit assessment: https://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf</p>
	<p>MSc dissertations: DPMT opens in December for proposal of projects. The deadline for this, including self-proposed projects, is in mid-January. Timetable of events, including deadline dates can be found here: http://www.inf.ed.ac.uk/teaching/courses/diss/timetable.html</p>

Semester 2

WEEK	ACTIVITY
Week 1	UG4 projects: help your students to prepare their interim reports
	If you are a personal tutor meet your tutees to check how they are. Complete matriculation and course enrolment, ensuring courses match the degree programme structures: http://www.drps.ed.ac.uk/19-20/dpt/drps_inf.htm Other Personal tutor information: http://web.inf.ed.ac.uk/infweb/student-services/ito/staff/pt/pt-statement-staff
	Coursework Deadlines: Update your Learn page with coursework deadline dates. Should coursework deadlines change please inform the ITO as we need this information for various admin work. Information on Learn: https://blogs.ed.ac.uk/ilts/
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Week 1-3	Course Enrollments: Please take note of key dates in which enrollments of courses are to be completed by, all course changes are to be made by end of week 2: https://www.ed.ac.uk/student-systems/key-dates
	MSc project proposals: Make sure your project descriptions for MSc projects you will offer next year are uploaded at https://dpmt.inf.ed.ac.uk/ (usually in week 1). The students will contact you to find out more information, so if you think your projects will be popular, you could set aside slots in your diary for group information sessions, or prepare online information to answer student queries.

Week 6	Mid-semester feedback – It's time to gather some formative feedback about your teaching from the students. Remember to tell the students about a summary the comments you received and the actions you have taken in response.
Week 7	Exams – corrections following internal vetting to be completed.
	Consider emailing your personal tutees to let them know you can help if they are struggling with course work
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Week 10	Student Staff Liaison Committee meetings: If you are a year organiser the ITO will be in touch to arrange this, the meeting usually occurs in week 10-11.
Week 11	Exams: Final (master) copies of the exam to be completed following external examiner and vetting committee comments.
	Course evaluation: Remind students taking your course/s to complete CEQ questionnaire.

Other Useful Information:

- **Teaching Committee:** Teaching committee meetings usually take place once a month. Please find information of what these entail and the dates here: <http://web.inf.ed.ac.uk/infweb/admin/committees/teaching-committee>
- **Board of Studies:** Please take note of the information for these as course and degree for future years are discussed here. For information: <http://web.inf.ed.ac.uk/infweb/admin/committees/bos>