

Tutorial structure

The School has undertaken a review of the tutorial structure that we currently offer in all first year and some second year modules, with the aim of investigating ways in which we can make the process more efficient. The need to be more efficient with our resources has become more acute over the last couple of years with growing undergraduate student numbers, which has resulted in us being required to hold more tutorials that in turn require a greater number of staff and PhD student time to deliver. With current practice being that we expect our PhD students to deliver 4 hours of support teaching a week and normally no more than 6 hours per week, we cannot meet the teaching support levels needed to run the current system.

This academic year we have trialled various tutorial structures in first year modules and Complex Variables in the second year. Meetings were held with representatives of the modules and TLC discussed the outcome of the meeting and all feedback received in the consultation. TLC has agreed that all level 4 and level 5 modules should follow the recommended tutorial structures outlined below, with the exception of computer based, Mathematical Structures and Statistics modules, which will have reduced support but will remain with the same structure as present. Other exceptions to the tutorial structure of the module may be accommodated with specific approval from the Director of Taught Programmes and must not increase the amount of resources allocated to the module.

Level 4:

- Tutorial groups of 30 students led by an experienced academic staff member or an experienced and trained PhD student
- Students attempt coursework in groups (forced if necessary), group work should be encouraged and groups should normally consist of 2-3 students
- Coursework should be submitted in the groups with all students contributing to the material
- First 15 mins review of relevant material
- Students should attempt more material than just the material for feedback

Introduction to Statistics currently has a model where consecutive computer lab based sessions are run. The current allocation is 18 person hours (6 per lab). With the drop in Statistics support levels with staff leaving and PhD student numbers reducing we need to reduce the support offered to statistics. We propose to reduce the person hours offered to all statistics modules, with Introduction to Statistics being offered 12 person hours per week.

Level 5:

- Tut 40 (max 50) students with 2 tutorial helpers
- Students work in groups (forced if necessary)
- Students are presented with a number of questions that they should attempt in class in their groups
- Agreed questions are announced for submission, which students should have started to discuss in tutorial
- Coursework is submitted in lab report format (this terminology will be clarified by Shabnam)

Level 6 module organisers are free to adopt the tutorial structure for level 5 module this coming academic year, but it is not compulsory. This model will become compulsory for all modules in the academic year 2016/17.

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