

Virtual and Face-to-face Code of Conduct

1. Come to class ready to learn and engage (Virtual and Face-to-face)

We expect you to come to class ready to listen, to participate in learning activities, and to build your knowledge.

2. When not participating, keep your microphone on “mute”, or quiet in the face-to-face class. (Virtual and Face-to-face)

This is an easy way to ensure the class flows more smoothly. The minor background noises in your house like traffic or chit-chat in another room may not sound like much, but when there are 25 people in a session, they can add up! If you have forgotten to “mute” your microphone, be aware that your lecturer has the right (and ability) to do it for you.

3. Always be ready to be “called upon” by your lecturer to answer a question or give your views (Virtual and Face-to-face)

Just like in the classroom, your lecturer may call upon you to answer a question, offer your views on a topic, or make a suggestion. Be prepared!

4. Know how to report an absent lecturer (Virtual and Face-to-face)

As happens very rarely on campus, your lecturer might experience a significant personal emergency that causes them to arrive late to or even miss a class session without the ability to give warning. If there is no lecturer within your class session within 15 minutes of the session start time, please ask one group representative to email birminghamstudentservices@uwtsd.ac.uk so that we can support you.

5. Be aware that all learning sessions will be recorded by the lecturer (Virtual and Face-to-face)

Every class session you attend will be recorded and archived in the University’s cloud storage account. This will ensure that, should you miss a session or wish to review something, you will be able to revisit a lesson in full – just ask us how! Class session recordings will also serve as an official record, to be reviewed in case of any attendance register errors, disciplinary matters, or complaints.

6. Minimise interruptions and distractions (Virtual)

We understand that when learning from home, you may have more distractions and interruptions. Your lecturers will be seeking to accommodate you by offering more short breaks, but we also expect you to take any steps possible to limit the impact of these on your learning.

7. Make use of the “chat” function to make comments, ask questions, or raise important points (Virtual and Face-to-face)

Every Teams lesson session has a live “chat” that allows participants to send “instant-message” style communication to one another. This is a great way to ask a question or raise an idea – just remember that everyone within the class can see your “chat” messages, not just your lecturer! Face-to-face people, raise your hand.

8. Be polite, respectful and courteous (Virtual and Face-to-face)

Just like on campus, we expect all members of our learning community to be respectful of one another, and to treat others with courtesy.