

# UNIVERSITY OF CAPE TOWN TEACHING AND LEARNING CHARTER

## OVERVIEW

This charter outlines the goals we have set for ourselves in Teaching and Learning at the University of Cape Town.

By accepting a place at the University each student accepts responsibility for his or her own learning. This requires a commitment to hard work, and to participate fully in academic activities. It also recognizes that if students approach their studies in an open-minded, questioning manner, they will enhance their own educational experience and that of their fellow students and the academic staff.

By taking up academic appointments at the University, academic staff accept responsibility to teach to the best of their ability, to provide all reasonable assistance to students to enable them to do as well as they can, and to endeavour to teach with enthusiasm, creativity and rigour, and in a manner which reflects and interprets the research-led identity of the institution.

The University community acknowledges that effective teaching is best encouraged in a constructive and supportive environment within broadly agreed principles of good practice. While heads of academic departments are formally responsible to Senate for teaching and learning in their departments, individual academic staff are accountable for their teaching contribution which is assessed according to agreed performance criteria.

## MUTUAL COMMITMENT

**Students should undertake to:**

1. Treat staff and fellow students with dignity and respect, especially in lectures, tutorials, laboratories and libraries.
2. Prepare for and attend all classes, tutorials, practicals and other activities scheduled for the courses in which they are registered.
3. Complete all submissions and any other course requirements to the best of their ability, handing in work on time.
4. Take responsibility for their own learning, while also interacting constructively with their fellow students, lecturers and tutors.
5. Address personal issues that might reduce the chances of success in good time so that these do not limit learning opportunities.
6. Not cheat, and not submit work of others as their own.
7. Complete course and lecturer evaluations for each course they are registered for.

### Academic staff should undertake to:

1. Treat students and fellow staff with respect and dignity, and without discrimination or favouritism.
2. Teach to the best of their ability, striving to achieve clarity and to create an environment where questions and enquiry are encouraged.
3. Provide all reasonable assistance to students to enable them to do as well as they can, and to be available in clearly advertised ways to respond to student queries (e.g. by face-to-face consultations, email or other online means within a reasonable period and/or at reasonable times).
4. With respect to courses that they teach:
  - a. Provide clear, written course outlines, stating what is expected of students, DP requirements, if any, and how performance in the course will be assessed;
  - b. Adhere to agreed and published timetables for the courses;
  - c. Provide lists of required and recommended readings, in advance, and ensure that such materials are available to students on paper or online. The University Libraries, in line with their collection development policy, will endeavour to make relevant material available to students;
  - d. Design and implement a system of assessment for each course, which is consistent with the course design, content and objectives;
  - e. Return work submitted for assessment within a reasonable period of time, with appropriate and constructive comments and other forms of evaluation, and ahead of formal examinations, so that students learn from this;
  - f. Ensure consistent marking and effective moderation of marking;
  - g. Organize an evaluation for each course and use the feedback to improve the course.

### The University strives to:

- Provide a safe and effective learning environment.
- Provide support and developmental opportunities for teaching.
- Provide all reasonable facilities and structures to support student success.

### The University undertakes to:

- Provide secure and reliable processes in respect of assessment and certification procedures.

This document should be read in conjunction with the Mission Statement of the University (<http://www.uct.ac.za/about/intro/>) as well as the University rules and policies (<http://www.uct.ac.za/about/policies/> and [http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/policiesrules\\_2012.pdf](http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/policiesrules_2012.pdf))