

Imperial College Union
The College Teaching Day
A Paper by ICU President – Scott Heath

Background

1. On 28 March 2012 the College's Management Board announced changes to the College Teaching Day.
 - a. Appendix one provides the College Notice in its entirety.
2. Following this announcement a minor amendment had to be made to Section 4 as the notice incorrectly stated "students will not normally be expected to take more than one examination in any one day" which should actually have read as two examinations.
3. There are two significant changes indicated in this Notice which will affect Union activities:
 - i. The phasing out of 2-hour lunch times on weekdays to facilitate a co-curricular teaching slot on Mondays, 16.00-18.00;
 - ii. The extension of the Wednesday teaching hours to 13.00.

4. The removal of the two-hour lunch slot will have the smallest affect to operations; though it must be stated that it will reduce the number of meetings committees can hold at lunch times and will make the arrangement of activities during these times much harder, such as selling tickets, charitable cake sales, welfare events, etc.

5. The extension of teaching hours to 13.00, on the other hand, has the potential to cause chaos with our competitive sports matches.

Regulation 12 of the British Universities & Colleges Sports Ltd Memorandum of Association states that "no league or knockout round match may start before 1pm (except for Tennis, Golf and Cricket)." This means that it is perfectly fine to start a fixture at 13.00, when many lectures will finish for students. Though many fixtures start at 14.00, it is often difficult for teams to reach their matches in time with lectures finishing at 12.00. Making this an hour later will mean a large number of our matches are automatically recorded as us failing to attend.

6. It is possible that this was a simple oversight by the Management Board, or a working group feeding into them. However had the Union had been consulted on this paper prior to its consideration we could have instantly highlighted the negative effect this change would cause, before it had been announced to all of the College.

This is one of many examples of where papers have been accepted by the Management Board on topics which directly relate to the student body that we have not been consulted upon, including:

- i. The Life Sciences Restructure;
 - ii. The Closure of Clayponds;
 - iii. The Introduction of the Co-curricular slot;
 - iv. The Holland Club Redevelopment.
7. Though it is understandable that some of the papers seen by the Management Board are not relevant to the Union or the Student Body, they should, upon receipt of any decision which will have significant effect to the Student Body ask whether the Union has been consulted. If the answer to this question is 'no' the item should not be considered until we have provided our thoughts.

Resolves

We demand that:

1. The College Working Day is changed back to 12.00 on a Wednesday;
2. Any paper considered by the Management Board relating to student issues has received consultation by the Student Union.

We recommend that:

1. Any papers considered by the Management Board relating to student issues must be countersigned by a Sabbatical Officer to indicate that they have been considered by the Union.

28 March 2012

COLLEGE NOTICE

COLLEGE TEACHING DAY

The Management Board has approved the following changes to the College Teaching Day which will be implemented from 2012-13:

1. For undergraduate courses:
 - a. Teaching hours will remain from 09.00 to 18.00 on weekdays. Wednesday afternoons will remain free from teaching and education activities from 13.00 onwards.
 - b. The 12.00 to 14.00 lunchtime slots on Mondays, Tuesdays, Thursday and Fridays will be phased out, beginning with first year students in 2012-13, and extending to second year students in 2013-14 and to third year (and above) students in 2014-15.
 - c. From 2012-13, the timetables of all first year students will include a 2 hour slot for co-curricular activities from 16.00 to 18.00 on Monday afternoons. All Departments must keep this time free for co-curricular teaching, which will be organised by the new Undergraduate Co-Curricular Committee, reporting to the Strategic Education Committee.
 - d. From 2013-14, the timetables of second year students will include a 2 hour slot for co-curricular activities and, from 2014-15, third year students too. The exact times are to be agreed by Faculties, but must be kept free for co-curricular teaching.
 - e. All Departments must ensure that the teaching day incorporates a lunch break of a minimum of 1 hour's duration.
2. For postgraduate courses:
 - a. Departments have discretion to run courses at times appropriate to the needs of students, which may in some cases be in the evenings (e.g. Business School executive education courses), but not normally after 20.00.
 - b. Wednesday afternoons will remain free from teaching and education activities from 13.00 onwards.
 - c. Departments must ensure that the teaching day incorporates a lunch break of a minimum of 1 hour's duration.
3. In exceptional circumstances (e.g. major travel disruption), undergraduate and postgraduate teaching and examination activities may take place at the following times:
 - a. Between the hours of 08.00 to 19.00.
 - b. On weekends and Bank Holidays subject, where necessary, to staff contractual arrangements.

4. In setting exam timetables, the following principles should apply:
 - a. Students will not normally be expected to take more than one examination in any one day; exceptionally they may take two. Under no circumstances should a student be expected to take three examinations in one day.
 - b. If a student is to be required to sit two examinations in one day, approval must be received from the appropriate Studies or Postgraduate Quality Committee. A minimum gap of 30 minutes between examinations must be provided for all students, including those granted extra time for health or disability reasons.
 - c. Students should not normally be expected to sit an early morning examination after having taken a late afternoon examination the previous day.

5. The opening hours of the Early Years Education Centre (EYEC) will remain unchanged.

Rodney Eastwood
College Secretary