

## CODE OF PRACTICE

### Receiving Peer Notes

#### Purpose of Peer Note-Taking

The purpose of the peer note-taking service is to record information presented in a lecture as accurately as possible. It is important to remember that no one can write as quickly as someone speaks, so notes will be summarised and may be abbreviated or paraphrased. This service is not designed to be a substitute for attending lectures, so all students receiving notes are expected to attend lectures if they are able to do so.

#### What are the Responsibilities of a Student Receiving Peer Notes?

##### **Advising Disability Information and Support of your chosen course**

The process of organising a note-taker takes time; therefore it is essential that students advise Disability Information and Support (DI&S) of their courses, and any subsequent changes, as soon as possible. Applications from existing students who are registered with DI&S should be made within one week of the teaching period/semester beginning. Notes should be available for students to download within three weeks and students will be sent an email advising them of their notes status once the application has been processed.

If a student applies for notes during the teaching period/semester the notes request will be actioned as soon as practicable. Notes should be available for students to download within three weeks of the initial request and students will be sent an email advising them of their notes status once the application has been processed. If a student applies after the second week of semester backdated notes may not be available.

Please be aware that DI&S will endeavour to provide notes; however, it is not always possible and at times DI&S will be unable to do so.

##### **Confirming notes are not available elsewhere**

Often Course Coordinators will make lecture material available in some other manner; for example, at the Copy Shop or on Blackboard. Prior to applying for notes, students must confirm that notes are not available elsewhere.

##### **Accessing notes**

Notes should be available 48 hours after the lecture and will be posted online to Otago Blogs. Notes must be downloaded regularly, and at least once a week. If you have not downloaded your notes for two weeks the service may be automatically cancelled. If notes are no longer needed or if you have withdrawn from the course, please contact your Student Advisor immediately to advise.

##### **Accessing Otago Blogs**

To access the Peer Lecture Notes blog(s), log into Otago Blogs (<https://blogs.otago.ac.nz/>) with your university username and password. Click onto the relevant blog listed under 'Your sites' (e.g. 'HUBS192 Peer Lecture Notes'). Students will be provided with 'Reader only' access and will not be able to contribute/make comments within the blog; this ensures that student details remain confidential.

## **Subscription to blogs**

To receive notification of new posts, students must enter their name and email address in the ‘*Subscribe By Email*’ section of the blog page and press ‘*subscribe*’. Students should repeat this process for each Peer Lecture Notes blog they have access to.

## **Provision of documentation**

Students need to apply to receive notes each teaching period/semester. Unless DI&S has confirmation that a student’s condition is permanent and that receiving lecture notes is appropriate, students must provide current documentation every six months from a relevant professional that supports the need for this service.

## **Confidentiality**

It is expected that note-takers and students receiving notes remain anonymous to each other. Should a student discover the identity of the note-taker, it is not appropriate to discuss the note-taking service. All discussion regarding notes must be with a Student Advisor or a Note-taker Administrator.

## **Missing Notes**

It is the responsibility of the student to ensure they have notes for each lecture. If lecture notes have not been posted to the blog within three business days of the lecture students are required to inform DI&S by clicking on the blog link ‘*Reporting Your Missing Notes*’ and submitting the relevant information. Please check notes regularly as we are unable to provide missing notes after a two week period.

## **Withdrawal Of The Service**

If a student is no longer eligible for the service or if they fail to comply with any of the above guidelines, the note-taking service may be withdrawn.

## **Feedback**

Each teaching period/semester students will be asked to provide feedback to DI&S regarding the quality and effectiveness of the notes they are receiving. As well, students can provide feedback at any stage via the DI&S website: <http://www.otago.ac.nz/disabilities/questions/feedback/index.html>

## **What If I Have A Concern About This Service?**

If students have a concern about this service they should contact a Note-taker Administrator on 479-9785 or 479-5874 or via email at [dis.notes@otago.ac.nz](mailto:dis.notes@otago.ac.nz). Alternatively students can make contact directly with their Student Advisor.

Should the issue not be resolved, students should consult the *DI&S Complaint Procedure*, available from the DI&S office, and contact the Manager, Disability Information and Support, in writing at University of Otago, P O Box 56, Dunedin or by email at [melissa.lethaby@otago.ac.nz](mailto:melissa.lethaby@otago.ac.nz).