

JUNE 2019

# TLSD Academic Development and Policy Bulletin

The Bulletin of the University of Manchester's Division of Teaching, Learning & Student Development (TLSD)

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## 1. New Division of Teaching, Learning and Student Development (TLSD)

From 1st May 2019, the new Division of Teaching, Learning and Student Development (TLSD) within the Directorate for the Student Experience launched. The new Division has been formed from the merger of the Student Development and Community Engagement Division, the Teaching and Learning Support Office and the Careers Service. Louise Walmsley will lead the new Division which brings together the significant experience of colleagues in a new, simpler, more integrated structure, offering the greatest potential for the University to have a significant impact across many areas of the student experience.

Find out more on the [Directorate for the Student Experience intranet](#).

## 2. Staffing News

**Geoff Carter**, Teaching and Learning Manager (Policy), retired from the University on 31st May, after a number of years working in the TLSO, and previously working in the Faculty of Biology, Medicine and Health. He will be very much missed and we wish Geoff all the best in the future!

The TLSD said a sad 'goodbye' to **Zac Wilde** at the end of May. Zac was one of the first graduate interns to journey through the newly created 18 month internships and then complete our first ever Higher Education Administration Intern role. We wish him all the best in his future.

The new TLSD welcomes **Kate Robinson**, who joined the University of Manchester Worldwide (UMW) team as Project Manager. We also welcome **Clara Andrés**, who has joined the Distance Learning team as an eLearning Technologist, and look forward to welcoming **Lukasz Kaczmarek** and **V Tamara Montrose**, who both join us later this month, also as eLearning Technologists.

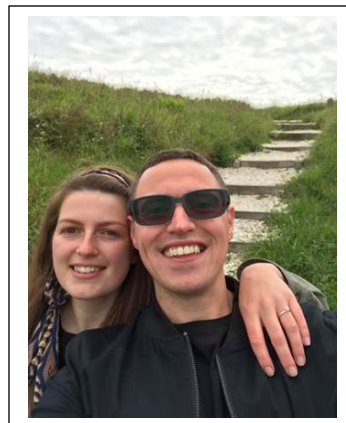
We are delighted to welcome **Katie Robinson** (not to be confused with Kate Robinson, above!) as our new Higher Education Administration Intern, who will be taking up the post from 17th June. Katie is currently a graduate intern in the careers service, as well as a ResLife Advisor, and was previously a Psychology Peer Mentor.

## 2. Staffing News (continued)

We are also pleased to announce the first engagement of two previous members of TLSD (old TLSO) staff.

**Matt Valentine and Anest Williams** met whilst both working in the TLSO a few years ago, and have just got engaged. We wish them both all the best in their life together!

Congratulations, Matt and Anest!



## 3. Website/policy and procedure changes

- **Student Protection Plan - Policy on Refunds and Compensation**

Senate has approved a new Policy on Refunds and Compensation. The Policy was developed as a result of the Office for Students (OfS) requirements to have such a policy, to sit alongside the Student Protection Plan which can be found at:

- <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37878>

The new Policy on Refunds and Compensation is to be implemented immediately, and can be found at:

- <http://documents.manchester.ac.uk/display.aspx?DocID=42808>

## 4. The Peer Support programme

- **Setting up for Next Academic Year**

As the end of the academic year draws to a close, Peer Support along with our Staff and Student Leaders have been busy preparing and planning for the 2019/20 academic year.

One way that our schemes have been preparing for the new academic year, and for a new team of Student Coordinators and PASS Leaders/Peer Mentors, is by having Action Planning/Handover Meetings. Comprising of the Staff Coordinator, the current and new Student Coordinators as well as one of the Student Engagement (Peer Support) Graduate Interns, the meetings include going through the scheme's action plan for the previous year and deciding upon some scheme goals for the upcoming year.

One of our schemes, Music Peer Mentoring, have had the chance to reflect on their year so far and reflected on their scheme-wide Wellbeing Walk, which saw Music students travel to the Peak District to help relax and better incorporate the Six Ways to Wellbeing into their scheme. For the upcoming year, the Student Coordinators are hoping to continue their implementation of wellbeing support by seeing what support they can offer within the community. One goal they would like to achieve next year is to increase the scheme's participation in volunteering opportunities and to encourage the scheme's Mentee groups to volunteer as a team. The aim is to increase the support and time they give to others as well as strengthening their own team bonds.



## 4. The Peer Support Programme (continued)

Another way that Peer Support has been preparing for the new academic year is through the training of the new cohort of student leaders. PASS Leader training is well under way, with 590 trainee PASS Leaders having already attended an 'Intro to PASS' session. The second part of PASS training started this week, PASS in Practice, which are all-day sessions designed to help trainee-PASS Leaders in their application of the knowledge and skills they have learned so far. Over a three-week period, Peer Support will be delivering 17 PASS in Practice training sessions. These sessions could not be delivered without the support of wider colleagues and Peer Support would like to thank these volunteers for their contributions and the teams that have allowed these volunteers to support us during this busy but exciting training season.

We have been blown away by the commitment, dedication and passion of students coming through training to become either a Student Coordinator, a PASS Leader or a Peer Mentor and we do not doubt the level of Peer Support successes for 2019/20.



## 5. Information from other areas of the University: Division of Campus Life

- **Regulation XVII (Conduct and Discipline of Students) – new suite of policies**

### Overview

Regulation XVII (Conduct and Discipline of Students) was identified by the University as an area of policy and process in need of review. The review started in 2018 and the bulk of the policy work has now concluded.

A new policy suite has been developed taking on board internal and external good practice in student discipline, changes in behaviours and expectations and which aims to provide a clear and procedurally robust set of processes.

The Division of Campus Life (policy contact for Regulation XVII) is currently considering what assistance can be provided to colleagues and students to aid with understanding and implementing the policy suite. If there are any teams within the University who may find it helpful to discuss aspects of the policies in person, then please let Matt Valentine know ([Matthew.Valentine@manchester.ac.uk](mailto:Matthew.Valentine@manchester.ac.uk)).

## 5. Information from other areas of the University: Division of Campus Life (continued)

### Document details

All of the approved documents are available in one pdf from the following link: <http://documents.manchester.ac.uk/display.aspx?DocID=42958>. Within the document a cover sheet provides links to each document individually along with any associated material e.g. forms.

Document title	New/updated	Status
Regulation XVII (Conduct and Discipline of Students)	Updated. Replaces 2018/19 Regulation XVII	Approved by Senate 04/2019. Effective from 09/2019.
Academic Malpractice Procedure	Updated. Replaces Academic Malpractice: Procedure for the Handling of Cases	Approved by Senate 04/2019. Effective from 09/2019.
Procedure for Summary Disciplinary Panels (SDPs)	New	Approved by Senate 04/2019. Effective from 09/2019.
Procedure for the University Disciplinary Panel (UDP)	New	Approved by Senate 04/2019. Effective from 09/2019.
Procedure for Suspending a Student	New	Approved by Senate 04/2019. Effective from 09/2019.
Guidance on Applying Student Disciplinary Penalties	New	Approved by Senate 04/2019. Effective from 09/2019.
Procedure for the Consideration of Allegations of Academic Malpractice or Research Misconduct made after Graduation in Respect of Work Submitted for an Award of the University	Updated. Replaces Procedure for the Consideration of Allegations of Academic Malpractice made after Graduation in Respect of Work Submitted for an Award of the University	Approved by Senate 04/2019. Effective from 09/2019.
Procedure for Handling Allegations of Sexual Misconduct	New	Not yet approved; going to Senate in June 2019. Aim to be effective from 09/2019.
Procedure for Student Criminal Offences	Updated. Replaces Procedure for Dealing with Registered Students who are Convicted of a Criminal Offence.	Not yet approved; going to Senate in June 2019. Aim to be effective from 09/2019.

## 5. Information from other areas of the University: Division of Campus Life (continued)

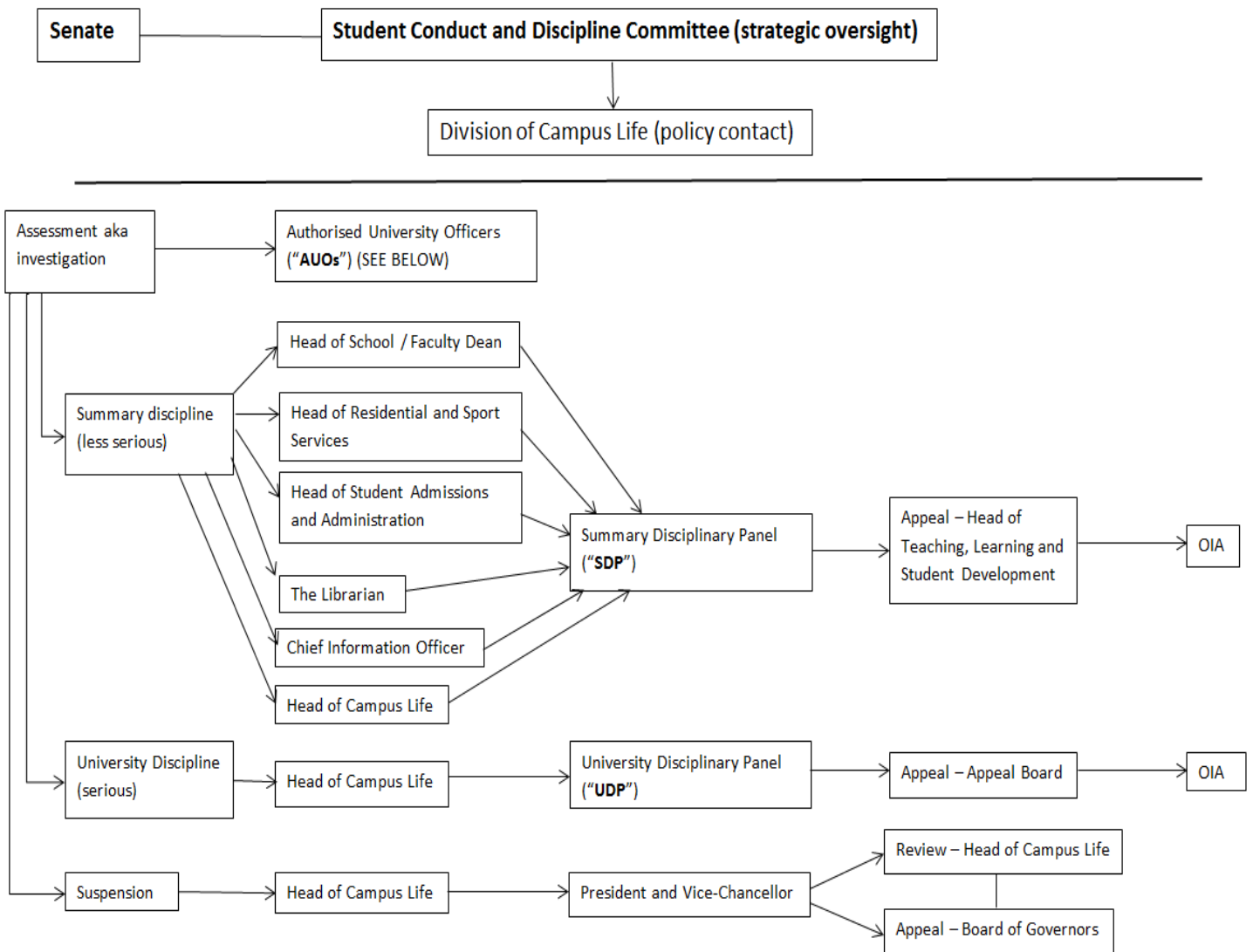
### Approved policies: key things to be aware of

<p><b>Regulation XVII</b></p> <ul style="list-style-type: none"> <li>- Adjusted scope</li> <li>- New set of general principles</li> <li>- Updated definitions of misconduct</li> <li>- Removal of penalties</li> <li>- Reference to Authorised University Officer: who can take disciplinary action and when</li> <li>- Reduction from four to two appeal routes</li> </ul>	<p><b>Procedure for SDPs and UDPs</b></p> <ul style="list-style-type: none"> <li>- Split between serious and less serious misconduct</li> <li>- Case assessment aka investigation stage described</li> <li>- Set out arrangements for hearings e.g. panel composition, timescales etc</li> <li>- Outlines the format of a hearing</li> <li>- Appeals process explained</li> <li>- Appendix lists available penalties</li> <li>- Appendix lists types of offences</li> </ul>	<p><b>Suspension Procedure</b></p> <ul style="list-style-type: none"> <li>- Suspension is no longer a penalty, only a precautionary act</li> <li>- Outlines reasons why a student might be suspended and the process for recommending this</li> <li>- Approval by President via Campus Life</li> <li>- Appeal and review processes explained</li> </ul>
<p><b>Academic Malpractice Procedure</b></p> <ul style="list-style-type: none"> <li>- Focus on academic integrity</li> <li>- New and revised definitions of malpractice</li> <li>- Common routes for detecting malpractice</li> <li>- Retention of split between case handling locations</li> </ul>	<p><b>Malpractice/Research Misconduct after Graduation</b></p> <ul style="list-style-type: none"> <li>- Expanded to include research misconduct</li> <li>- Case handling aligns with UDP process with involvement from Board of Governors</li> </ul>	<p><b>Penalty Guidance</b></p> <ul style="list-style-type: none"> <li>- Outlines the meaning of each penalty and how they can be applied.</li> <li>- Examples given of penalty application</li> <li>- Provides considerations for panels when applying penalties, including how mitigating circumstances may be relevant and trying to be clear about penalty impact</li> </ul>



# 5. Information from other areas of the University: Division of Campus Life (continued)

## Discipline structure overview



## 6. Manchester Online Learning Interest Group (MOLIG)

The Manchester Online Learning Interest Group (MOLIG) launched in March 2019 to bring together staff across the University to connect and share best practice with all the latest developments in online and blended learning.

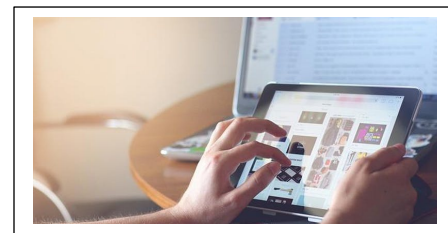
The next Manchester Online Learning Interest (MOLIG) event will take place on **Thursday 11th of July** at the Grand Hall, The Whitworth from 9:00am to 1.00pm. *There are a few tickets left for this event.*

Our summer event 'Collaboration and Innovation in Online Learning' will focus on how online learning can provide innovative opportunities for students and colleagues to collaborate within and across Educational organisations.

Featuring keynote speaker Neil Morris (<https://essl.leeds.ac.uk/education/staff/156/professor-neil-morris>), Chair of Educational Technology, Innovation and Change in the School of Education and the Dean of Digital Education at the University of Leeds who will discuss 'Unbundled Higher Education – exploring the potential impacts on learners and learning'. There will be a panel discussion on how we can embed digital innovation in our everyday work, lightning talks from colleagues at the University working in the online space and plenty of opportunities to network and share ideas.

Booking: register your free ticket through Eventbrite: [https://www.eventbrite.co.uk/e/collaboration-and-innovation-in-online-learning-manchester-online-learning-interest-group-tickets-61502284990?utm\\_term=eventurl\\_text](https://www.eventbrite.co.uk/e/collaboration-and-innovation-in-online-learning-manchester-online-learning-interest-group-tickets-61502284990?utm_term=eventurl_text)

For more information: visit StaffNet:  
<https://www.staffnet.manchester.ac.uk/umw/news/display/?id=21965>



## 7. Information from the Quality Assurance Agency (QAA)

- **Focus on student engagement**

Do you want to strengthen student engagement in your institution? The QAA is holding a one-day conference on Evolving Student Engagement on **Wednesday 12 June** in Manchester, where participants will gain some valuable insights and practical ideas through case studies, workshops and information sharing, as well as the opportunity to network with colleagues from across the sector.

Further details are available at:

<https://events.qaa.ac.uk/qaaevents/frontend/reg/thome.csp?pageID=26161&eventID=72&traceRedir=2>

## 7. Information from the Quality Assurance Agency (QAA) (continued)

- **Webinar: The Wisdom of Students: Monitoring quality via social media and student reviews, 5 June 2019**

This webinar will explore the value of continuous monitoring of the student experience via social media and other sources. What insights can be gathered from year-round feedback, what do students actively feedback on, and what relation does this feedback have with other quality measures? This webinar is open to QAA subscribers only.

More details are available at:

<https://events.qaa.ac.uk/qaaevents/frontend/reg/thome.csp?pageID=20406&eventID=56&traceRedirect=4>

- **Online training course: Concepts of Quality**

The QAA's online training course, Concepts of Quality, has been designed to explain the concepts that underpin quality assurance in higher education. Using interactive exercise, it aims to give participants a better understanding of the whole picture of quality assurance and how it works to protect students and maintain standards.

More details are available at:

<https://www.qaa.ac.uk/training-and-services/training/concepts-of-quality>

## 8. Contact

If you are aware of other staff members who would like to be added to the Academic Development and Policy TLSD Bulletin mailing list to receive future editions of the Bulletin, please contact Miriam Graham (email [m.graham@manchester.ac.uk](mailto:m.graham@manchester.ac.uk)).

If you are from a Collaborative Partner and you are having difficulties accessing any of the linked documents or web pages, please also contact Miriam Graham ([m.graham@manchester.ac.uk](mailto:m.graham@manchester.ac.uk)).

The Academic Development and Policy/Peer Support area of the TLSD website is available at: <http://www.staffnet.manchester.ac.uk/tlso/>

