TLSD Academic Development and Policy Bulletin

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

1. Staffing News

As from 1 August, Ian Hutt took on the new role of Head of Digital Learning, moving from his role of Head of Distance Learning Operations supporting UMW. In his new role, he will be responsible for establishing and leading a University-wide digital learning service.

We are pleased to welcome our new Student Engagement Graduate Interns (Peer Support) - Eleanor Royle, Daniel Bayes, Jessica Hill & Flora Tickell who joined our Student Engagement and Success team at the end of August, for a period of 18 months.

In early September, we welcomed Janine Holdway, the new Teaching and Learning Manager (Policy) to replace Geoff Carter. Janine will be heading up the appeals and complaints and policy team within the office.

Steve Luddington took on the role of Acting Teaching and Learning Co-ordinator (Quality and Development) from 1st September, covering Kerry Jones' extended secondment and working on the full range of student surveys and the new survey frameworks.

Joanne Harvey joined us in September as an ELearning Support Officer in the Distance Learning Delivery team.

Ben Bone returned to the office in late September as Teaching and Learning Co-ordinator (Student Engagement), working on the Student Engagement and Success portfolio, including Peer Support.

Professor Judy Williams has been appointed to the new role of Academic Director for the Institute of Teaching and Learning, with effect from 1 October.

Lisa McDonagh, Teaching and Learning Adviser (Academic Development) will be starting with us in mid-October. Lisa will be working on the development of the new Institute for Teaching and Learning.

2. Website/policy and procedure changes

- **Regulation XVII (Conduct and Discipline of Students) – owned by the Division of Campus Life**

Following on from information in the June 2019 Bulletin, the new set of discipline policies falling under Regulation XVII (Conduct and Discipline of Students) have gone live as of the start of September. This includes the approved versions of the Procedure for Student Criminal Offences and the Procedure for Handling Allegations of Sexual Misconduct. The new documents have all been uploaded online to the University Documents system. A compilation of the documents with individual links to the Regulation, Procedures, Guidance and Forms is available here:

- http://documents.manchester.ac.uk/display.aspx?DocID=42958. Of note the links to the Regulation and the Academic Malpractice Procedure have remained the same.

The updated documents are also available on the Conduct and Discipline of Students pages of the TLSD website:

- https://www.staffnet.manchester.ac.uk/tlso/academic-appeals-complaints-and-misconduct/conduct-and-discipline-of-students/

The new policies can now be applied to incoming cases. You may wish to revisit your local letter and guidance templates to ensure you have the correct links and policy references e.g. academic malpractice is now referred to at 2r of the Regulation rather than 8k.
If you have cases that have already been referred into the disciplinary process before the start of September (i.e. a referral being made as opposed to a case being investigated) then it is recommended that you apply the previous Regulation / Academic Malpractice: Procedure for the Handling of Cases (both of which are still online but on new links).

- **Removal of the *Guidance to Students on Plagiarism and other forms of academic malpractice*, and *Plagiarism and other forms of Academic Malpractice – Guidance for Staff***

Following on from above, as a result of the updates to Regulation XVII (Conduct and Discipline of Students) and the new suite of associated policies from the Division of Campus Life, the original versions of the staff and student guidance documents on plagiarism and other forms of academic malpractice have now been removed from the TLSD website (https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/), as the content of these documents was incorporated into the updated Academic Malpractice Procedure (http://documents.manchester.ac.uk/display.aspx?DocID=639), part of the new suite of policies.

Students can be signposted to the 'Avoiding Plagiarism' MLE course (https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/story_flash.html) which is being updated to reflect the new Academic Malpractice Procedure and former student guidance.

2. Website/policy and procedure changes (continued)

- **Principles and Guidance for the Application of the Accreditation of Prior Learning (AP(E)L)**

An update has been made to the above document to amend the figure for the maximum number of credits which can be awarded under AP(E)L for the Postgraduate Certificate, relating to the move to 20 credit units for UMW courses.

The updated document can be found on the TLSD webpage at:
https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/student-support-development/apel/
or the direct link to the document at:
http://documents.manchester.ac.uk/display.aspx?DocID=2856

- **Assessment Framework document updated to reflect recent updates in some policies**

The full Assessment Framework document has been updated over the summer, to reflect recent updates to some of the policies contained within the Framework (such as the Policy on Religious Observance, Policy on Interruptions, and Policy on Submission of Work for Summative Assessment.) The full pdf version of the Assessment Framework can be found at:
http://documents.manchester.ac.uk/display.aspx?DocID=7333, with the separate sections of the Framework also available in the 'Assessment and feedback' section of the TLSD policies and guidance webpages at: https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/

- **SEAP submissions 2019**

The SEAP submission and format will follow the same procedure as in previous sessions whilst the University reflects on the idea of using a Faculty level summary of SEAPs going forward, including any related recommendations from the Quality Framework Task and Finish Group. Once recommendations are received, the TLSD will share these with colleagues appropriately in due course.

The deadline for SEAP submission to TLSD is **14 November 2019**, which is based on the same timescales as last session. Faculties are asked to send their SEAPs to Miriam Graham (m.graham@manchester.ac.uk).

3. The Peer Support Programme

Intro/ Welcome Week

The start of the 2019/2020 academic year has seen the Peer Support programme eagerly welcoming a brand new cohort of Peer Mentors, PASS Leaders and Student Coordinators for a fantastic Welcome Week! We started off on a brilliant note with our annual Setting Up For Success event which saw over 60 Student Coordinators to network, discuss ideas, and plan ahead for their own schemes. It was a great success, and it led to lots of schemes running their own Welcome Week events!

Setting up for Success!

Some of our personal favourites include:

- Japanese Studies Peer Mentoring held their annual Sushi Social- a night of salmon rolls and introductions, it was a great start to their year.
- Chemistry PASS led a scavenger hunt, which spanned the entire campus and allowed students to find their own way to different buildings.
- Social Anthropology Peer Mentoring had a big First Lecture Breakfast- where they eased the first years into their Welcome lecture with an array of juice, hot drinks, and pastries.
- Pharmacy PASS
- History Peer Mentoring took over Christie's Bistro for a quiz and snacks event.
- Law Peer Mentoring took their students on a Court Experience to prepare them for their future careers.

Training

- We now have almost 2000 trained students in Peer Support leadership roles. We have now run PASS in your Discipline training for almost all of our PASS schemes across the University, which allows the PASS Leaders for the year ahead to come together for the first time, chat about the year ahead within their own scheme, and plan some fantastic events to bring them all together! Peer Mentoring schemes are coming along just as nicely, with over half of schemes having had Mentor Debrief training. This training session has changed slightly from last year, and allows a much more student based approach where they can start thinking about the upcoming year within their scheme.

International Orientation

- Before Welcome Week, we held two International Orientation sessions to welcome new students from across the globe to Manchester. We filled them in on the Peer Support opportunities at the University followed by group activities and some board games! Through the use of cards, Kerplunk and the Human Knot, the new students got to know each other and by the end of the session they were swapping contact details. Both sessions were both fun and rewarding, and allowed international students to settle in well.

3. The Peer Support Programme (continued)

Peer Support has had a fantastic beginning to the 2019/20 Academic year, and we can't wait to see what the rest of Semester One brings!

International Orientation

4. 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).

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).

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