

MAY 2020

TLSD Academic Development and Policy Bulletin

Division of Teaching, Learning and Student Development (TLSD)



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1. Staffing news

We recently said 'farewell' to Manjot Singh, Student Engagement Graduate Intern, working in our Peer Support and Student Engagement area. We wish Manjot all the best in his future career!

2. Peer Support/Student Engagement

As Semester two comes to a close, the Peer Support team are coming to the terms with the fact that the University has been working from home for a full 6 weeks!

Working from home has brought a brand new challenge to us...training new students, remotely! After weeks of tinkering and adapting, creating and editing, we have a running version of our first Peer Mentoring training session online!

Hosted on Blackboard, it includes fun Powtoon videos to explain some of the more detailed concepts, and nifty little pop-up quizzes for students to check their understanding of the subjects covered! Currently we have a small number of students who are familiar with the training session trying it out and letting us know what they think. The Student Consultation is underway not only to get some feedback on the process, but also help some third years complete their Student Consultant role!

We are all looking forward to more chances to work innovatively, and love seeing how other teams have been working from home! What's more, there is cause for celebration in the Peer Support office as Katie Robinson, Eleanor Royle, Flora Tickell, Daniel Bayes, and Jessica Hill all achieved their Associate Fellowship status via the Leadership in Education Awards Programme!



3. Institute of Teaching and Learning

- **The Institute of Teaching and Learning website launched!**

The Institute of Teaching and Learning is delighted to launch their new website. The website will provide you with information about development opportunities in teaching and learning as well as upcoming events plus support and guidance to help you enhance your teaching. It will also keep colleagues up to date with the Institute's latest projects and initiatives.



The website can be found at: [Institute of Teaching and Learning \(ITL\)](#)

- **Guidance on assessing students online**

A new section on [Assessment](#) has been added to [Guidance for Online Teaching and Learning](#) on the TLSD webpages by The Institute of Teaching and Learning, to support the recent Policy updates on assessment arrangements for [staff](#) and for [students](#).

- **Online community to support the implementation of the Academic Advising model**

Manchester's Academic Advising model emphasises staff-student partnership in a process of discussion, prioritisation, reflection and implementation. A new Yammer Group – [Academic Advisors' Support Network](#) – has been set up by the Institute of Teaching and Learning for staff to share their experiences and recommendations about academic advising, to maximise high quality engagement.

This resource will supplement the *Academic Advising Toolkit* (<https://www.staffnet.manchester.ac.uk/tlso/toolkits/academicadvising/>) and the *Guidance for Online Academic Advising* (https://www.staffnet.manchester.ac.uk/tlso/teaching_and_learning_remotely/academic-advising-remotely/).

- **Reminder : Online community to support staff with remote teaching and learning**

If you have a 'how to' question relating to online delivery, or tips to share, please join the [Yammer Group - Teaching & Learning Online Network \(TALON\)](#). It offers a forum for colleagues to ask questions and share experiences and resources that they have found helpful.



4. New/revised policies and procedures

- **How staff can support students in relation to teaching and learning policies/procedures in light of the Coronavirus (Covid-19) pandemic: FAQs**

As highlighted in the last Bulletin, a new list of FAQs has been introduced (and is now online) to assist staff members in how best to support students and enable teaching and learning to continue in the best way possible, and for students to successfully achieve their outcomes, during the period of the pandemic. The FAQs are now available at:

<https://www.staffnet.manchester.ac.uk/tlso/corona-updates/faqs/>

They can also be found from the new 'Additional policy guidance in response to the Coronavirus outbreak' webpage (<https://www.staffnet.manchester.ac.uk/tlso/corona-updates/>).

5. Taught Programme Team update

- **External Examiners – interim changes to operational processes during the Coronavirus outbreak**

As mentioned in the previous Bulletin, the guidance on interim changes to operation processes during the current situation are now available on the updated External Examiners' website:

<https://www.staffnet.manchester.ac.uk/tlso/external-examiners/information-for-external-examiners-/>

- **External Examiners – updated report pro formas for 2019/10**

New report pro formas for Programme, Subject or Combined (Programme and Subject) External Examiners are now available, for External Examiners to use once they have attended final 2019/20 Exam Boards/completed their work for this academic year. These can be found at:

<https://www.staffnet.manchester.ac.uk/tlso/external-examiners/information-for-external-examiners-/>

- **Student Surveys Update**

Semester 2 Unit Surveys:

Colleagues will be aware that unit surveys for semester 2 have been running since the 27 April and will close next Monday, 18 May. You will be aware from previous communications that a decision was made to deploy these surveys with a revised question set, refocused so that students can provide feedback specifically about the changes they will have experienced to their teaching, learning and assessments when circumstances necessitated a rapid shift to online teaching and assessment.

We hope that the outputs will be helpful to us all in planning for potential delivery online next semester.

As is usual, colleagues in Schools responsible for overseeing survey activity will be able to access and disseminate the results for analysis from Tuesday 19 May.

Immediate concerns and actions should be recorded and fed into usual channels for example Teaching and Learning Committees, SSLCs, online spaces and SEAPs.

5. Taught Programme Team update (continued)

As is usual, colleagues in Schools responsible for overseeing survey activity will be able to access and disseminate the results for analysis from Tuesday 19 May. Immediate concerns and actions should be recorded and fed into usual channels for example Teaching and Learning Committees, SSLCs, online spaces and SEAPs.

National Student Survey (NSS) Publication Update:

The NSS closed on 30 April. Please liaise with your respective School contact regarding current internal response-rates as stricter limitations on this information mean that it cannot be shared in publications such as this that reach a wider audience.

The OfS have very recently announced that the NSS results will be published on **Wednesday 1 July 2020** with both public and provider datasets shared at the same time. TLSD will work with colleagues in Communications, Planning and TLG Executive to prepare for this and will share detailed plans for publication as soon as they are confirmed.

The UK funders and regulators will look at the data when received to assess any impact the coronavirus outbreak has had on the results and make professional judgements about its statistical reliability. Therefore, please note that this date is subject to change in response to the current coronavirus pandemic and updates will be circulated as they are received.

Postgraduate Taught Experience Survey (PTES) Update:

PTES will remain open to our students until 15 June.

TLSD will circulate response-rate reports from this week (week commencing 11 May) to Faculty and School Teaching, Learning and Student Experience leads for onward dissemination.

Please liaise with your respective School contact regarding current internal response-rates as stricter limitations on this information mean that it cannot be shared in publications such as this that reach a wider audience.

- **Taught Programme Approval Processes During the Coronavirus Outbreak Update**

TLSD are currently developing revised processes, guidance and templates for amending, withdrawing and suspending programmes, and how to manage these changes when communicating with both existing students and prospective students that currently hold an offer with The University.

The changes in processes and guidance are intended to introduce a measure of agility and flexibility to our current approach and are intended to support colleagues in their commitment to continue to provide the highest levels of quality and student experience. Additionally they will enable colleagues to embed into provision for the next academic session some of the wonderfully innovative ways that teaching, learning and assessment activities have been adapted in response to the impact of the coronavirus outbreak. They are also intended to support colleagues when striking a balance between this, and remaining compliant with Competition and Markets Authority (CMA), the commitments set out in our Student Protection Plan and the legal requirements published in our Student Terms & Conditions.

These arrangements will be discussed for approval by TLG Executive colleagues when they meet on Wednesday of this week (13 May). The arrangements, guiding principles and modified templates will be published in a dedicated area of our TLSD webpages within the Academic Development and Policy section, and once approved will be circulated to Faculty Teaching, Learning and Student Experience leads for onward dissemination and further details around implementation.

6. Information from the Quality Assurance Agency (QAA)

- **Quality Assurance Agency Resources: Maintaining Quality in Teaching and Learning During COVID-19**

QAA is working rapidly to support the sector through the COVID-19 (Coronavirus) outbreak and are engaging with colleagues from across the sector, including student bodies, regulators and funders to support us in making necessary changes to learning, teaching and assessment.

QAA are supporting colleagues by:

- providing guidance on mitigating the impact on assessment, progression and graduation in coming academic years
- developing supporting materials on priority topics
- delivering regular webinars to support the sector in sharing practice (recorded and archived in our Membership Resources site)
- hosting the QAA Quality Discussion Forum where colleagues can debate and discuss challenges as well as sharing what has worked.

Many QAA resources are contained within their Membership Resources site which gives QAA members exclusive access to a wide range of resources including: case studies, webinars, event materials, sector guidance documents, country reports, research, newsletters, and; spotlights on quality-related topics.

TLSD will keep colleagues alerted to events and resources that we think may be of specific interest via our webpages (URL to be shared along with approved updates to our programme approval processes), so please check this area regularly for updates and to access QAA's full resources colleagues should complete the [Registration Form](#) using their university email account.

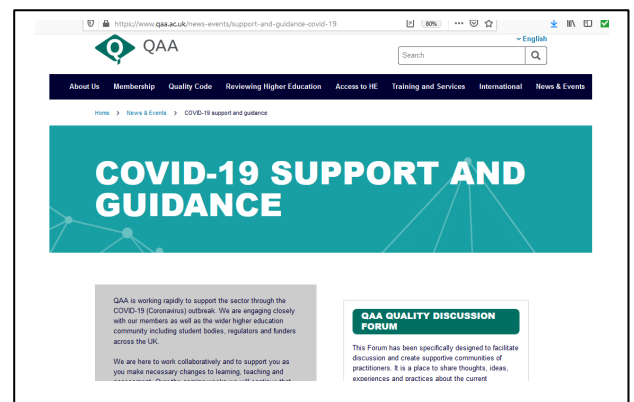
For more information about becoming a member, visit the [QAA website](#).

To see the QAA's new COVID-19 support and guidance webpages on the [QAA website](#).

- **Guidance on Assessing with Integrity in Digital Delivery**

QAA has published [new guidance](#) to help higher education institutions ensure integrity in their distance teaching, learning and assessment practices. It provides an overview of the approaches providers can take against the threat of essay mills and contract cheating, plagiarism and other forms of academic misconduct. It also outlines the ways in which providers can support students to promote good academic practice.

For more information, see the [QAA website](#).





7. Contact

If you are aware of other staff members who would like to be added to the 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.

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

Teaching, Learning and Student Development - Academic Development and Policy

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Teaching, Learning and Student Development - Academic Development and Policy

Find out more about us by following the links above and below.

Advice on teaching and learning remotely during the Coronavirus outbreak
Advice, guidance and resources for staff to support the delivery of online teaching and learning during the coronavirus outbreak.
[Read more >](#)

Additional policy guidance in response to the Coronavirus outbreak
Guidance for staff and students relating to teaching and learning policies and procedures, in response to the outbreak.
[Read more >](#)