

MAY 2021

TLSD Academic Development and Policy Bulletin

Division of Teaching, Learning and Student Development (TLSD)



1. Staffing updates

Sarah Gaffney-Lang has recently joined the Institute of Teaching and Learning (ITL) as Administrator for the Leadership in Education Awards Programme (LEAP), covering for the maternity leave of Steph Woolham. We welcome Sarah to the team!

2. New/revised policies or procedures

• Evidence required to accompany academic appeals

The Teaching and Learning Strategic Group (TLSG) have agreed the following form of words that should be used by colleagues to clarify the need for evidence for students submitting Academic Appeals this Semester.

"We have reconsidered the requirement for students to provide medical evidence to support Academic Appeals for the rest of the 2020/21 academic year. This reflects the fact that students may find it difficult to obtain GP appointments during the current situation.

Students appealing on the grounds that there were circumstances affecting their performance must provide credible and compelling reasons (supported by appropriate documentary evidence) to explain why this information was not made available prior to the decision being made. Students will need to explain why they did not bring the mitigating circumstances to the University's attention at an earlier stage.

Academic Appeals relating to medical issues/illness should where possible provide supplementary medical evidence to support the appeal as it may assist the retrospective consideration of such cases. However, case handlers should also note that students may have found it difficult to obtain GP appointments during the pandemic and medical evidence was not routinely obtained from students where requests for mitigation were submitted at the time."

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2. New/revised policies or procedures (continued)

This message has been reflected in an updated version of the [Guidance for staff on Mitigating Circumstances, Self-Certification of Absence, Academic Appeals and Automatic Extensions relating to Covid-19 \(Coronavirus\), 2020/21](#), which is available on our [Additional policy guidance in response to the Coronavirus outbreak web page](#).

It will also be added shortly to the [Assessment Pledge FAQs webpage](#) on the Student Support website.

3. Policy/procedure updates from other areas of the University

- **Academic Malpractice Procedure**

The Academic Malpractice Procedure (owned by the Division of Campus Life) has recently been revised and is now available:

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=639>. The main updates concern:

- Clarifications on plagiarism, collusion and collaboration at 3.1
- Clarifications on poor academic practice at 3.2
- Examination misconduct with regards to online assessment malpractice and its detection and handling at 4.3

If you have any queries regarding these updates, please contact [Jenny Gradwell](#), Student Conduct and Discipline Manager in the Division of Campus Life.

- **Student Recruitment, Selection and Admissions Policy – updates and request to use new wording in exit letters issued by Schools**

The Student Recruitment, Selection and Admissions Policy (owned by Student Admissions, Administration and Business Improvement) has recently had a few minor revisions made to it, primarily to update out of date information, along with small additional statements being added to strengthen certain areas.

One of the new additions is around students who have previously been exited from a programme due to academic failure, applying for the same programme again:

"Students who have previously been exited from a programme on academic grounds will not normally be made any further offers on the same programme of study, unless very exceptional circumstances apply. Applicants would be expected to identify in their application that they had previously been exited on academic grounds and provide information and/or evidence to the relevant admissions team accounting for issues which had previously impacted on academic attainment. Such cases would be considered at the discretion of the Academic School."

Following on from this new statement, it is recommended that Schools use the same form of wording in any exit letters they issue to students who are being exited early from their programme due to academic failure, so that the same message is issued across the institution in relation to such instances.

The updated Policy can be found at:

<https://documents.manchester.ac.uk/display.aspx?DocID=6523>

4. Peer Support

- **Peer Support Celebration Event 14th June – Save the date!**



Peer Support's Celebration Event, in collaboration with the Students Union Education Awards, is on Monday the 14th of June 4-6 PM so remember to save the date! We will be announcing the winners of our Outstanding Contribution Awards for individuals or small groups who have gone above and beyond this year. We will also be announcing the winners of our Outstanding Scheme Awards!

The celebration doesn't stop there! Our Celebration Season is just on the horizon, we don't just have award winners who need celebrating. We have so many volunteers who have been doing amazing things that deserve to be shared so we will be sharing many of these over the weeks leading up to the Celebration Event. Keep an eye out on our comms and social media to learn more about what our wonderful Mentors and Leaders have been doing this year!

5. Institute of Teaching and Learning

- **New Institute of Teaching and Learning (ITL) Blog**

The Institute of Teaching and Learning has launched a new blog - [TEA: Teach, Explore, Apply](#). This will be a place where we share practice and experience around teaching and learning with University colleagues, students and the wider public.

The [Institute website](#) will continue to be the place to find information on [development opportunities](#), [awards](#), [resources](#) and [guidance on online teaching](#); TEA will be a more informal space where colleagues share experiences, practice and perspectives. We're looking forward to featuring guest posts from colleagues and student partners from across the University as well as Institute news and upcoming opportunities.

To find out more [explore the blog](#) or if you have a query just get in touch with the ITL team on teaching.learning@manchester.ac.uk.

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TEA: Teach, Explore, Apply

Search

About

Student Partner perspective: expectations and experience

by Ayma Masood Khan | May 14, 2021 | Blended learning, Student partnership

Ayma Masood Khan is a Biomedical Sciences student and a Student Partner Intern (SPI), and has been part of our Online Blended Learning (OBL) cohort this year. Over the 2020/21 academic year this cohort of SPIs have worked in partnership with staff, undertaking...

Effective online communication: a personal perspective

by Tamara Montrose | May 11, 2021 | Blended learning

Dr. Tamara Montrose FHEA is a learning technologist in University of Manchester Worldwide (UMW), working with academic teams to help them design and develop their online courses. This role involves both knowledge and application of pedagogy, and technical expertise in...

Top tips for correcting captions

by Rory Greig | May 7, 2021 | Blended learning, Student partnership

Rory Greig is a Student Partner Intern (SPI) and has been part of our Online Blended Learning (OBL) cohort this year. Over the 2020/21 academic year this cohort of SPIs have worked in partnership with staff, undertaking activities such as reviewing academic content...

The University of Manchester
Institute of Teaching and Learning

TEA is a place where we can share practice and experience around teaching and learning with colleagues, students and the wider public – how we Teach, Explore, Apply

We'd really like to hear your responses to the stories we feature – if you want to respond, please email the ITL team at teaching.learning@manchester.ac.uk, or the University's Teaching and Learning Online Network (TALON) on Yammer is a great place for you to carry on the discussion of any practice you find really interesting.

Popular

What's it like to be a Student Partner?
246 views

5 things to read on... inclusive language
170 views

6. Information from the Quality Assurance Agency (QAA)

QAA has published updated guidance on the [ongoing implications for placements and practice-based courses](#). They have updated the guidance to include a section on fieldwork.

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](#).

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.

