

AUGUST 2021

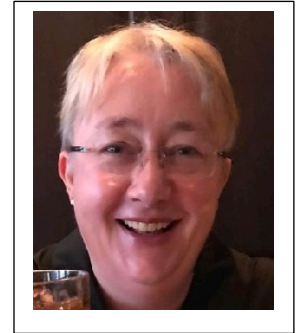
TLSD Academic Development and Policy Bulletin

Division of Teaching, Learning and Student Development (TLSD)



1. Staffing News

We are very sorry to see Louise Walmsley, the Director of Teaching, Learning and Student Development, leaving us at the end of August. After 18 years of service, we wish Louise all the best and convey our thanks for all the help, support and friendship she's given us all during that time. She will be very sorely missed, and difficult to replace!



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2. New/revised policies or procedures

• Glossary of Teaching Activities and related concepts

A *Glossary of Teaching Activities and related concepts* has been developed to build a shared vocabulary to describe different elements of and common activities relating to teaching and learning. It is not intended to be exhaustive, nor in any way to form a regulatory framework or to restrict or constrain how teaching is delivered; it is merely a mechanism for labelling things that already take place to reduce ambiguity and confusion when clarity is needed in communication.

- [Glossary of Teaching Activities and related concepts](#)

• Policy for Placement Learning and associated Guidance for Staff

A new *Policy for Placement Learning* and an accompanying *Guidance for Staff on Placement Learning* have recently been published. These replace the original *Principles and Procedures for Student Placements on Taught Programmes*. The purpose of this Policy is to prescribe the principles and processes which apply to the development, delivery and monitoring of placement learning, to ensure consistency of practice and experience across the University, and to ensure that high quality and standards are being maintained.

The Guidance provides a set of arrangements for quality assurance and enhancement of placement learning and outlines the minimum requirements that Schools, Placements Providers and students must meet. Both documents have been produced in conjunction with the International Mobility Group.

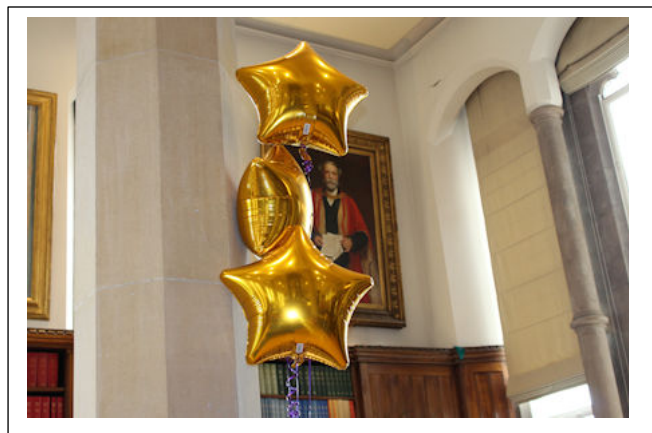
- [Policy for Placement Learning](#)

3. Institute of Teaching and Learning

- **Teaching Excellence Awards Winners 2021**

The Institute of Teaching and Learning is delighted to announce the winners of this year's [Teaching Excellence Awards](#) on behalf of the University. The awards were expanded this year to include Team nominations, and we received a truly impressive range of submissions from colleagues involved in teaching and learning across the university.

Our thanks to all nominees for their valued contributions to teaching and learning at The University of Manchester, and congratulations to the winners:



Individual Awards

- **Educational Leadership and Inclusive Education**

Amit Jinabhai (School of Health Sciences)

- **Inclusive Education**

Holly Morse (School of Arts, Languages and Cultures)

- **Inclusive Education and Flexible Learning and Digital Delivery**

Mike Kennard (Executive Education, AMBS); Nick Weise (School of Natural Sciences)

- **Flexible Learning and Digital Delivery**

Christos Begkos (AMBS); Patricia Perlman-Dee (AMBS); Paul Shore (School of Biological Sciences)

- **Flexible Learning and Digital Delivery and the Covid-19 Teaching Environment**

Marco Gersabeck (School of Natural Sciences); Alexandros Kafkas (School of Biological Sciences); Hiten Mitha (School of Medical Sciences); Richard Prince (School of Medical Sciences)

Team Awards

- **Educational Leadership and Flexible Learning and Digital Delivery**

Elizabeth Garrett Anderson MSc in Healthcare Leadership Teaching Team (AMBS. Leader: Jillian McCarthy)

- **Educational Leadership and the Covid-19 Teaching Environment**

FSE GTA LEAP Team (Leader: Claudia Henninger); Optometry Programme Team (School of Health Sciences. Led by William Holmes and Niall McLoughlin)

- **Inclusive Education and the Covid-19 Teaching Environment**

FSE Teaching Academy Support Team

3. Institute of Teaching and Learning (continued...)

- **Inclusive Education and Flexible Learning and Digital Delivery**

Fashion Business and Technology Year Manager Support and Community Team (School of Natural Sciences. Leader: Rachel Parker-Strak)

- **Flexible Learning and Digital Delivery**

Masters in Public Health Team (School of Health Sciences. Leader: Arparna Verma)

- **Flexible Learning and Digital Delivery and the Covid-19 Teaching Environment**

Genetic Counselling STP Programme Unit BIOL65460 Teaching Team (School of Biological Sciences. Leader: Rhona McLeod); Clinical Psychology PSYC31222 Teaching Team (School of Health Sciences. Leader: Warren Mansell); Aerospace Group Design Team ('DroneFromHome' project) (School of Engineering. Leader: Ben Parslew)

- **The Covid-19 teaching Environment**

Practical Laboratory Science BIOL10401 Team (Semester 1) (School of Biological Sciences. Leader: Ruth Grady); University Library Special Collections Teaching & Learning Team (Leader: Janette Martin)

In addition, the panel made the following commendations:

Highly Commended

- Alan Brisdon and Nick Weise (School of Natural Sciences) for 'Educational Leadership' and 'the Covid-19 teaching Environment'
- David Mills (School of Natural Sciences) for 'Educational Leadership' and 'the Covid-19 teaching Environment'

Commended

- Marianne Johnson (School of Natural Sciences) for 'Flexible Learning and Digital Delivery' and 'the Covid-19 teaching Environment'
- Wendy Wild (AMBS) for "Educational Leadership"

We will be sharing more information about their practice in due course, in the form of [blog posts](#), case studies and other activities to cascade good practice.

For further information

Contact: teaching.learning@manchester.ac.uk



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

o Student Experience Programme (SEP) Mitigating Circumstances update

The Technology and Process arm of the [Student Experience Programme](#) (SEP) is aiming to standardise a number of student processes and introduce technology to assist with those processes. The SL9 workstream (Student Life) has been exploring areas where a student's circumstances change, which includes mitigating circumstances.

A number of years ago the mitigating circumstances processes were put into flowcharts (called Business Process Designs (BPDs) in SEP speak), which in the main focus on the submission of a request for mitigation by a student, the triaging of the request by staff and the consideration/conclusion of the request. On reviewing these more recently, a number of topics continued to arise which required input from colleagues outside of SL9.

Across four days of workshops, SL9 brought together colleagues working on other areas of SEP (SL6 (Taught Assessment and Progression) and SL11 (Campus Solutions)) and from other areas of the University (Division of Teaching, Learning and Student Development (policy contacts) and School-based practitioners), with the intention of sharing good practice, being up-to-date on policy and process, including future planning, and exploring the solutions that SEP was offering to help manage mitigating circumstances.

- **Day 1** – SEP intends to introduce a standard digital request for mitigation form that will sit in My Manchester. Students will complete the form and submitting it will generate a 'case' with the appropriate team in the Customer Relations Manager (CRM) system, which is staff facing. At the first workshop, the group reviewed the forms, and functionality therein, currently being used in some areas of the University. The feedback will be used to update the SEP digital form to help it capture the information that the University needs from students and to do this in a way that is clear. One particular challenge to be explored is to try and embed unit codes in the form to avoid codes being inserted in error by students.
- **Day 2** – workstreams on SEP are divided into functional areas that different staff roles at the University might perform. In relation to mitigating circumstances, one team / staff member may look after the handling of a request from a student and support the Mitigating Circumstances Panel, but a number of the mitigating circumstances outcomes (the mitigation applied) will require a final decision from the Exam Board when in receipt of the student's mark profile. At the workshop, the group discussed the points of handover – who communicates with students and when, should we consider extension requests differently, what information goes to the Mitigating Circumstances Panel v. Exam Board. Once resolved, SL9 will attempt to set these processes out more firmly.



4. Policy/procedure updates from other areas of the University (continued...)

- **Day 3** – a number of SL9 processes are 'chicken and egg'; changes to processes can be envisaged before a policy changes, so do you map to a potential new process or to the current process? The pandemic generated a number of short-term, and potentially long-term, changes to the mitigating circumstances process. The aim of the session was to review these to understand whether any updates were going to be needed to the technology solutions for managing the requests for mitigation. The group discussed self-certification, short-term extensions, updated grounds for mitigation (e.g. technology failure), the range of mitigation that could be applied and the use of sub-panels.
- **Day 4** – the staff facing solution for mitigating circumstances is going to be CRM. All requests for mitigation will generate a case in CRM, which is where all the evidence and student correspondence will sit. In reviewing CRM, the group explored the naming conventions in data fields, the involvement of DASS, how cases can be managed for a meeting (with data exported and imported) and how this ties in with the Exam Board. The CRM build was promising but it was difficult to envisage the day-to-day organisation of requests for mitigation in the test environment, particularly when the cases come through in high volume. It is likely that this will only become clearer when the system is in a more finalised state.

Overall, the four sessions were productive and left SL9 with plenty of food for thought. In the immediate, the feedback from the meetings will be used to inform any re-designs of the flowcharts and to request updates to the digital forms and the CRM system. Thank you to all the colleagues who participated.

Matt Valentine, Co-Product Owner, SL9

5. 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.

