

TLD Bulletin

September and October 2023



WELCOME MESSAGE

Welcome to the Teaching and Learning Delivery (TLD) Bulletin for September/October 2023, the first edition of the new academic year.

STAFFING UPDATES

We welcome Oscar Beavis, who has joined as a Graduate Intern (Teaching and Learning), working across our Taught Programme Enhancement and Policy and Degree Apprenticeship teams.

POLICY UPDATES

Updates to the Examinations: Guidance for Students

Minor updates have been made to the [Examinations: Guidance for Students](#) to reflect the changes made to the Guidance on the Use of Calculators and the Guidance on the Use of Dictionaries, which were publicised in the [July/August TLD Bulletin](#).

Calculator usage in exams: Updated guidance

Please remember that the guidance for the use of calculators in exams has changed. Calculators are no longer allowed in exams unless the exam paper rubric states otherwise. More information can be found on StaffNet here: <https://www.staffnet.manchester.ac.uk/news/display/?id=30240>

THIS MONTH:

- Policy updates: Examinations, Calculator Usage, and the Assessment Framework
- News from Academic Appeals
- TEF Results
- Fitness to Study and Sexual Misconduct Procedure updates
- News from the Institute of Teaching and Learning (ITL)



Assessment Framework

The full PDF version of the Assessment Framework has been updated to include the following:

- revised Policy on Mitigating Circumstances and Coursework Extensions
- revised Mitigating Circumstances Procedures
- new Procedure for Extensions
- revised Examinations: Guidance for Students
- revised Guidance on the use of Calculators in Examinations
- revised Guidance on the use of Dictionaries in Examinations

In order to retain a copy of the version which was in place during 2022/23, a watermarked archived version of the Assessment Framework is available at:

<https://documents.manchester.ac.uk/display.aspx?DocID=68995>.

The Assessment Framework can also be found in separate sections on the main Assessment Framework webpage. The full Framework is being reviewed and revised during the 2023/24 academic year, as part of the work of the Assessment for the Future project.

APPEALS, COMPLAINTS AND DISCIPLINE

Awareness/ Training video: Student mental health and academic appeals

A short video has been published to supplement recent guidance on handling appeals where students cite mental health difficulties. It can be accessed directly at this link:

<https://video.manchester.ac.uk/faculties/04e1e8e6c7e1e09b3fce29a8cd7daee7/d4a39d63-a0e0-4cce-a7b6-98f842c09bb3> or via the TLD Intranet pages for appeals, complaints, and discipline:

<https://www.staffnet.manchester.ac.uk/tlso/academic-appeals-complaints-and-misconduct/>.

Regulation XIX (Academic Appeals) is changing

In the 2023/24 academic year, the academic appeals process is changing. You can keep up to date with the changes and access training videos and other resources at this page: <https://www.staffnet.manchester.ac.uk/tlso/academic-appeals-complaints-and-misconduct/regxix-2324/>.

Available Support – Leaflet for students who are accessing the University's appeals, complaints or misconduct processes

The information leaflet has been updated, relating to support available for students who are going through appeals, complaints or misconduct processes. The updated leaflet can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=46368>.



TEACHING EXCELLENCE FRAMEWORK (TEF)

University award Silver in the Teaching Excellence Framework

The Teaching Excellence Framework (TEF) results were released on the 28th of September. The University of Manchester has achieved a Silver rating overall, with a Gold rating for student outcomes.

For a TEF explainer – what is it and what do the ratings mean, see here: [Understanding TEF: What is it and why is it important?](#)

For more on the ratings we achieved, see here: [University celebrates Gold and Silver ratings in Teaching Excellence Framework.](#)

ITEMS FROM OTHER AREAS OF THE UNIVERSITY

Fitness to Study – new procedures published

Updated Fitness to Study procedures have been published. The changes have been made to ensure the student experience is at the heart of the processes. The term ‘Support to Study’ replaces the term ‘Fitness to Study’ to place the emphasis on the supportive nature of the procedures. The Procedure on Support to Study and the Procedure on Supporting Return to Study are the operational procedures beneath the Policy on Supporting Health, Fitness and Return to Study. The Procedure on Supporting Return to Study is an update on the previous procedure by the same name. The Procedure on Support to Study is an update on and combination of two former procedures - *the Procedure on Support to Study and Procedure on Fitness to Study*.

The new procedures have had significant input from a wide range of contributors. Campus Life will announce training for the new procedures early in the new semester. Enquiries ahead of that can be made to adviceandresponse@manchester.ac.uk

1. [Policy on Supporting Health, Fitness and Return to Study](#)
2. [Support to Study Procedure](#) (renamed from the former Procedure on Fitness to Study)
3. [Procedure on Supporting Return to Study](#)

Updated Sexual Misconduct Procedure

A review of the [Procedure for Handling Allegations of Sexual Misconduct](#) was undertaken during 2022/23, and a revised version, now named the [Sexual Misconduct Procedure](#), was approved by Student Conduct and Discipline Committee and has taken effect from September 2023. The Procedure is owned by the Division of Campus Life (part of the [Directorate for the Student Experience](#)).



The first version was introduced a number of years ago and was one of the first steps in the University acting on sector guidance and considering sexual misconduct allegations.

Since then then the University has had more disclosures made through Report and Support, more cases both needing to be investigated and taken to disciplinary panels and changes to teams and practice.

The main case handling function will remain with the Advice and Response Team. The changes address some of the challenges seen, and observations made over the years, such as:

- a. Distinguishing between a disclosure and a formal report;
- b. Managing expectations around timescales – often sexual misconduct cases take a substantive amount of time to investigate and timescales are difficult to pinpoint.
- c. Involving external investigators.
- d. Risk assessment and precautions (including reciprocal recommendations) and what these may cover.
- e. Support for both parties.
- f. Content and communication of investigation report.
- g. Managing expectations around referral to a panel.

The first version will remain online on the new link above whilst cases continue to progress through that procedure. The Sexual Misconduct Procedure will apply to any new cases that arise.

Summary of Key Changes

Language and Accessibility

- Shortening the name of the Procedure to the Sexual Misconduct Procedure.
- Restructuring the sections to more accurately reflect the flow of a case through different stages of the process
- Clearer terminology.

Initial disclosure and support

- Updated to reflect current specialist support provision available and to differentiate between a Disclosure and a Formal Report.
- Ability to act on a disclosure on a risk basis.

Formal Report and Precautionary Measures

- Option to consider other ways to address the case without investigation / discipline.
- Sets out expected Formal Report content.
- Removes current 10-day deadline from disclosure to submitting a Formal Report, as this does not reflect trauma-informed practice. Moved to a more flexible position on submission.
- Further detail on the risk assessment process and implementation of precautionary measures
- Parity of support for the Respondent.

Investigation

- Reflects possibility that external investigator may be appointed.
- Outlines the steps that most investigations will follow and the need for a supportive and sensitive approach.
- Highlights what issues an investigator will be considering.



- Sets out that a report will be produced at the end of the process and how this will be communicated.

Referral to a disciplinary panel

- Provides information to supplement SDP and UDP Procedures to manage expectations for parties when a referral is made.

Appendix One: Types of Sexual Misconduct

- Definitions reviewed with minor reviews and some new insertions

For any queries relating to the Sexual Misconduct Procedure, please contact: Matthew Valentine (Advice and Response Manager).

INSTITUTE OF TEACHING AND LEARNING (ITL)

Institute of Teaching and Learning weekly update

[TEA Blog](#) posts bi-monthly content on Teaching and Learning. New posts on a range of topics every other Friday! This week: Reflection on the T+L Conference

- [Can we spot GPT-written content?](#) by Cesare Giulio Ardito
- [Amplifying student voices on employability with audio podcast interviews](#) by Duncan Hull
- [How to authentically build and strengthen a sense of belonging with a student community using students as partners?](#) By Reimala Sivalingam
- [AI Tools in Assessment: Should they be used?](#) By Krishna Wiananda

ITL Open Workshop Programme 2023/24

Rearranged:

- [Designing Units for Employable and Sustainable Change-Makers through Education for Sustainable Development](#) - Will now take place on the 8th of November

This week:

- [Sustainability Teaching and Learning Listening Events](#) - Wednesday 11th October 2023, 10:00 - 11:00
- [Generative AI: what's new and what does it mean for Higher Education](#) - Thursday 12th October 2023, 12:00 - 13:15
- [Action on Reflection](#) - Friday 13th October 2023, 13:00 - 14:00

Later on this Month:

- [Getting the blend right](#) - Wednesday 18th October 2023, In Person
- [Student use of Webcams during online sessions: showing and gauging engagement](#) - Friday 20th October 2023, 11:00-12:00, Online
- [Developing Student Understanding of Assessment Criteria through Peer Marking](#) - Thursday 26th October 2023, 12:00-13:00, Online



- [Inclusion and Participation in Higher Education](#) - Thursday 26th October 2023, 13:00 - 14:30, In Person

UoM Sustainability Teaching and Learning Community of Practice Launch Event

A part of the [Sustainable Futures Events](#) collection, the [Inspired and Informed Challenge Area](#) and the [Institute of Teaching and Learning](#) are launching a University wide community of practice (CoP) in, and around, sustainability (self-defined) teaching and learning. This workshop will launch the CoP network in this space and showcase the award winning [Round View](#).

[Click here to sign up to the Eventbrite and attend.](#)



CONTACT

If you are aware of other staff members who would like to be added to the TLD Bulletin mailing list to receive future editions of the Bulletin, please contact Ellie Powell (email eleanor.powell@manchester.ac.uk).

If you are from a Collaborative or Validated Partner and you are having difficulties accessing any of the linked documents or web pages, please contact teaching-policy@manchester.ac.uk