

TLD Bulletin

November 2023



WELCOME MESSAGE

Welcome to November's Teaching and Learning Delivery Bulletin.

STAFFING UPDATES

Welcome to Vaibhav Balashaheb Nitave who has recently started as a new Graduate Teaching and Learning intern.

Congratulations to Charlotte Beresford-Jones as she starts her new role as Teaching and Learning Coordinator in the Taught Programme Enhancement Team.

We are sending the best of luck to Jo Hicks (Teaching and Learning Manager, Taught Programme Enhancement), who will soon be leaving the University after 7 years. She is moving on to work for Keele University as Deputy Academic Registrar.

THIS MONTH:

- Policy Updates and Open Consultation for the Assessment Framework Review
- Events from the Institute of Teaching and Learning
- Updated Artificial Intelligence Guidance



POLICY UPDATES

Degree Outcomes Statement

The Degree Outcomes Statement is updated each academic year, in response to a recommendation from the UK Standing Committee for Quality Assessment that every higher education provider across England should publish a statement analysing their degree classification profile and providing the results of internal reflection and review of their arrangements for teaching, learning and assessment of students, academic regulations, and academic governance.

The updated Statement, provided by input from colleagues in Faculties and the Directorate for Student Experience (DSE), can be found at:

- [Degree Outcomes Statement](#)

Student Protection Plan – Policy on Refunds and Compensation

The Policy on Refunds and Compensation has been amended and updated following feedback from members of TLSIG, DSE colleagues and the Legal Team. One of the elements that has been updated is more detail around the scenario of oversubscribed programmes.

The updated policy can be found at:

- [Student Protection Plan – Policy on Refunds and Compensation](#)

Policy on Examinations

The Policy on Examinations has undergone minor amendments to reflect the fact that devices are now allowed near desks in examinations, as long as they are switched off and placed in the bag provided (new wording added at the end of paragraph 4.11) and the change of the wording 'University Registration Card' to 'Student ID card'.

The updated policy can be found at:

- [Policy on Examinations](#)



Assessment Framework Review

The Teaching and Learning Delivery team are currently reviewing the University's Assessment Framework in a project commissioned by TLSG and led by Gabrielle Finn under the Assessment for the Future Project. Further details about the Assessment Framework review including background, timeframes and review process are available in a short video

at <https://video.manchester.ac.uk/faculties/04e1e8e6c7e1e09b3fce29a8cd7daee7/a0e0946e-7794-4993-a346-51769f1e07d1/>

The aims of the review are:

- To update the University's Assessment Framework ensuring relevant, inclusive, and trustworthy assessments for the future
- To simplify the framework and make the content more accessible for staff and students

Methods of consultations

In November and December, we are beginning Part 1 of the consultation process by considering the assessment definition and principles, and conducting assessment section. Two other sections of the Framework will then follow for review in January/February and then March/April. For each section, we are using three different routes of feedback as part of the consultation.

1. **Individual feedback** via online forms
 - a. [Assessment Definitions and Principles](#)
 - b. [Conducting Assessment](#)
2. **Attendance at a group focus meeting** on different sections of the Assessment Framework (please click the links below to register your attendance)
 - a. Assessment Definitions and Principles – 22 November 2023, 10.30am – 12noon: <https://forms.office.com/e/ym3hRHc07J>
 - b. Conducting Assessment - 29 November 2023, 3-4.30pm and 11 December 2023, 3-4.30pm: <https://forms.office.com/e/J2Wn5igvCg>
3. **Collated feedback via Schools/Faculties** (for FSE, the preferred method of colleague consultation is via the Teaching College) – any collated feedback should be sent to the teaching-policy@manchester.ac.uk inbox

Documents to read as part of the consultation

The documents we are asking for feedback on can be accessed via the Sharepoint links below:

- [Assessment Definitions and Principles](#)
- [Conducting Assessment](#)



Deadlines for feedback

The deadlines for receipt of feedback for the individual feedback forms and the collated feedback from Schools/Faculties are as follows:

- Assessment Definitions and Principles – **21 December 2023**
- Conducting Assessment – **21 December 2023**

INSTITUTE OF TEACHING AND LEARNING (ITL)

ITL Open Workshop Programme 2023/24

Coming up this month:

- [A model for connecting with students: practical ways to communicate](#) - Wednesday 15th November 13:00 - 14:30, In person
- [Reimagining 'International' Students](#) - Wednesday 22nd November, 12:00 - 13:00, Online
- [Acting on Student Feedback: You said, we did...you said again, we did it louder](#) - Thursday 23rd November, 12:00 -13:20, Online

[Identifying and Supporting Students at Risk of Underachieving](#) - Wednesday 29th November, 11:00-12:00

UoM Sustainability Teaching and Learning Community of Practice Launch Event

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](#).

Wednesday, 22 November 2023 13:45 - 16:00 GMT, [Sign up here.](#)



TEA Blog – Recent Posts

- [Integrating ChatGPT into higher education: Embracing the technological shift.](#) - By Kevin Harding
- [Redefining the Commuter Experience](#) - By Nicholas Weise

ITEMS FROM OTHER AREAS OF THE UNIVERSITY

New Artificial Intelligence (AI) Guidance: An update from Steve Pettifer and Gabriella Finn

Artificial intelligence (AI) has quickly become an integral part of our daily lives. We see AI making personalised recommendations for movies on Netflix and songs on Spotify and chatting with us through virtual assistants like Alexa and Siri.

Though the idea of 'thinking machines' dates back to the early days of computing, and Artificial Intelligence (though often invisible) has pervaded our daily lives for some time, it is the arrival in late 2022 of easy access to Generative AI systems such as ChatGPT that has raised the biggest questions for teaching and learning. AI tools have the potential to enhance teaching and learning, and can support inclusivity and accessibility, but also pose real challenges that will force us to rethink how we teach and assess.

The University has recently set out its position with respect to the use of AI in teaching by staff and students. This short document sets out what can and cannot be done with AI, while providing scope for innovation and creativity in its use in teaching and learning.

New Artificial Intelligence (AI) Teaching Guidance was commissioned by the Teaching and Learning Strategy Group (TLSG) and produced by Steve Pettifer, Academic Lead for Digital Learning, with input from across the University. The new Guidance is available at:

- [Artificial Intelligence \(AI\) Teaching Guidance](#)

As part of this development, the existing Guidance to students on plagiarism and other forms of academic malpractice has been updated to include reference to AI. This can be found at:

- [Guidance to students on plagiarism and other forms of academic malpractice](#)

The Library have updated their guidance on how to cite AI:

- [Can I use a chatbot or AI tool in my assignments?](#)



Before the summer, suggested wording about AI was publicised for inclusion in programme handbooks. This has also been updated and is available below. It is envisaged that this wording is used for inclusion in all programme handbooks and course unit handbooks, or equivalent, going forwards.

- [AI Statement for handbooks](#)

The Academic Malpractice Procedure (owned by the Division of Campus Life) will also undergo revision to include reference to the use of AI, but this is not, as yet, included in the current version:

- [Academic Malpractice Procedure](#)

Any queries relating to the use of AI should be directed to: Steve Pettifer (steve.pettifer@manchester.ac.uk).

Steve Pettifer

Academic Lead for Digital Learning

Gabrielle Finn

Associate Vice-President (AVP) for Teaching, Learning and Students

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