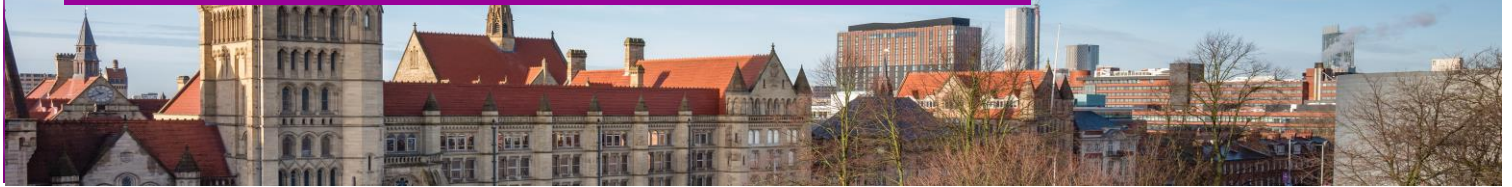


TLD Bulletin

April 2024



WELCOME MESSAGE

Welcome to the April edition of the TLD Bulletin.

STAFFING UPDATES

In response to recent changes in the University, the Scheduling Team within TLD has gained some new areas of responsibility.

- The university has a project to roll out a new attendance and engagement monitoring system, [SEAtS](#). This project is moving at speed, with all Schools using the system for on-campus teaching from September 2023. The implementation of this new system and its long term ongoing support will both be managed by the team.
- The university is establishing a new central function with oversight of assessment and progression. This will support the running of examination boards, assessment and degree regulations and related functions to ensure that our degrees are awarded fairly and consistently across the university.

THIS MONTH:

- Updated Procedures for Protecting the Interests of Students and PGRs during 'Exceptional Events'
- Unit Surveys
- ACCD Network Annual Conference
- News from ITL



We are delighted to announce that these new areas of work will be managed going forward by Siobhan Cartwright, who will be moving from her existing role in TLD as Teaching and Learning Manager in the Policy team. Due to the urgency and high-profile nature of the work, Siobhan will be joining the Scheduling Team from Monday 15th April. We are also currently recruiting for a Grade 6 post to support Siobhan in this role.

Going forward, Siobhan will be the primary point of contact within the DSE for the areas outlined above.

Siobhan was previously responsible for both apprenticeships and policy. From the 15th of April, Emma Stansfield and Ellie Powell (the policy team) will be moving into the Taught Programme Enhancement Team, led by Sarah Williams, whilst the apprenticeship work will sit with Janine Holdway until we have had further conversations about the long-term home for this activity.

POLICY UPDATES

Procedures for Protecting the Interests of Students and Postgraduate Students (PGRs) during 'Exceptional Events'

The Procedures for Protecting the Interests of Students and Postgraduate Students (PGRs) during 'Exceptional Events' was updated and approved by AQSC in March 2024. The main changes to the document were:

- Review and updated points 1.1-1.4 under the principles to ensure they were still fit for purpose and reflective of current practice
- Added provision for FEBs to be held without the need to invoke the Procedure for Protecting the Interests of Students if it is felt that this could be of benefit for the general overview of examination boards across Schools.
- Minor language amendments.

The updated document can be viewed on StaffNet here: [display.aspx \(manchester.ac.uk\)](display.aspx (manchester.ac.uk))



TAUGHT PROGRAMME ENHANCEMENT

Unit Surveys

Semester 2 course unit surveys were released to taught programme students on Monday 8th April. Students have the opportunity to provide feedback against all taught units that schools have identified to be included in the survey project. Student feedback is an essential source of information for course instructors and programme teams, and we invite all students to take the time to provide their thoughts about the units they studied this semester and their experiences of learning. By telling us what worked (and what didn't) students have real power to identify strengths and areas for improvement in the delivery of teaching and learning.

Surveys will be open for 4 weeks (closing Sunday 5th May at 23:59) and all invited will receive a unique link to their survey tasks to their email from teachingandlearningsurveys@manchester.ac.uk. **More than ever, we are asking all staff who engage with students to encourage them to review their emails and complete their unit surveys.** This semester the unique email link is the only route into the survey, and as a result students will receive a total of 6 email prompts across the four weeks. Where students complete their survey tasks they will receive no further emails during the project window. If a student raises an issue with their link or not receiving emails, please contact/direct them to teachingandlearningsurveys@manchester.ac.uk

You can find out more information about the survey process this semester at our webpages - <https://www.staffnet.manchester.ac.uk/tlso/student-engagement/student-surveys/unit-surveys/>

Please direct any questions or concerns to daniel.bayes@manchester.ac.uk

APPEALS, COMPLAINTS AND DISCIPLINE

Appeals, Complaints, Conduct, and Discipline Network 2024 Annual Conference

The annual ACCD network conference is taking place on Wednesday 24 July 2024 in Roscoe Building, and this year the focus is on student mental health. There are up to 250 places available and anyone who is involved in student casework (academic or PS) is welcome to attend. There will be presentations from the Divisions of Student and Academic Services, Campus Life, and the Students' Union Advice Service. You'll be able to choose to attend a workshop most relevant to your role in the afternoon.



Further details on presentations and workshops will follow. Lunch and tea and coffee will be provided.

Reserve your place here: <https://forms.office.com/e/cJfWbzENBW>

INSTITUTE OF TEACHING AND LEARNING (ITL)

Coming up in in April:

- **Digital Wellbeing** - Monday 15th April 2024, 11:00-12:15, Online, [Click here to book](#)
- **The Skills Pathway – a digital skills audit and development tool** - Friday 19th April 2024, 12:00 - 13:00, Online, [Click here to book](#)

NTF and CATE Programmes

Calling aspiring **National Teaching Fellows** and **Collaborative Award teams** - our multi-university pipeline programme is open for bookings! This short programme is designed to help you explore your potential claim for an award and understand how to develop your narrative and evidence. Places are limited! Please see attached flyer for eligibility and booking details. The deadline to register is **e.o.d. Tuesday 16 April 2024**.

The programme is jointly run with and for colleagues from Liverpool, Northumbria and Manchester Metropolitan, and consists of 4-5 online workshops between April and July, supplemented by online resources. We will bring in sector experts and existing award winners provides lots of opportunities to network and get perspectives from NTFs and CATE winners from other universities.

Each University can nominate up to 3 candidates for National Teaching Fellowship and one CATE team each year. If you feel that you meet the criteria for [NTF](#) or [CATE](#), or are working towards the criteria with a view to submitting a claim in the next 2-3 years, then this programme is for you. (While it's not essential to attend this programme to be nominated, it will help you with your expression of interest for the internal selection panel).

Please share with colleagues who may be interested - future winners can be a bit shy but we know there are lots of you out there!

Please register via the [online form](#). More information, including the dates of the sessions, can be found on the below flyers. If you register on the programme we recommend you hold the session dates in your diary.



- [FLYER \(NTF\)](#)
- [FLYER \(CATE\)](#)

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