

TLD Bulletin

May 2024



WELCOME MESSAGE

Welcome to the May edition of the TLD Bulletin – or as some call it, the Campus Chronicles. We hope you enjoyed the summer weather whilst it lasted.

STAFFING UPDATES

We would like to officially warmly welcome Emma Stansfield to the Taught Programme Enhancement team as Teaching and Learning Advisor for Policy and Procedures. Emma has settled into the team wonderfully, please do say hello if you see her around the office.

In the April TLD Bulletin, we reported that a team is being developed within the Scheduling Team, to take forward the new student attendance and engagement monitoring system (amongst other things). Siobhan Cartwright is leading this team and we are now delighted to announce that Mohammad Atiq, has been appointed to the role of 'Teaching & Learning Officer (Engagement Analytics)', to take this project forward. Atiq has been part of the scheduling team since 2017 and is delighted to be moving into this exciting new position.

THIS MONTH:

- Unit Surveys
- CMA Update
- Academic Appeal Workshops
- Exams and Scheduling Updates
- 2024 UoM Teaching Excellence Awards



TAUGHT PROGRAMME ENHANCEMENT

Unit Surveys

Unit surveys closed to students on Sunday 5 May, and we were hoping to release the results to lecturers (known as instructors in the system) on Tuesday 7 May. However, there was an unforeseen issue that meant this was delayed a week. Lecturers will now have their individual report and have until Friday 17 May to request a redaction to any comments that contravene the dignity at work and study policy. A redaction panel will then meet on Monday 20 May to agree any redactions that will be completed later that week. Week commencing Monday 27 May, all reports will be released including aggregate reporting at course unit, subject area, School and Faculty level. All aggregate reporting will be shared with Faculty Vice Deans for Teaching, Learning and Student Experience (TLSE), Faculty Head of TLSE, School Head of Education or Director of Education/TLSE, and School Head of TLSE. It is at the School's discretion how this is then disseminated to relevant colleagues. If you have any questions about unit surveys, please contact the team at teachingandlearningsurveys@manchester.ac.uk.





CMA

Thank you to everyone who has been involved in CMA (Competition and Markets Authority) this year. We are nearing the end of the process and have already circulated one set of durable e-mails to our prospective students. The rest of the e-mails are due to follow in the next week or so ahead of the UCAS firm and insurance deadline of 6 June. We are holding a review meeting in June (date to be finalised) to evaluate the process and prepare to improve this for next year. If anyone would like to be part of the review, please e-mail sarah.williams@manchester.ac.uk- those part of the working group have automatically been invited to take part.

APPEALS, COMPLAINTS AND DISCIPLINE

Academic Appeal Workshops

On 2 May the Appeals, Complaints, and Discipline team hosted the University's first Stage One (informal) academic appeal workshops for PS and academic colleagues involved in handling academic appeals in Schools and Doctoral Academies. The session had great attendance and engagement and was a success. The team is already working on ways to improve the sessions in the future, and they will be delivered annually from now on.

EXAMS AND SCHEDULING

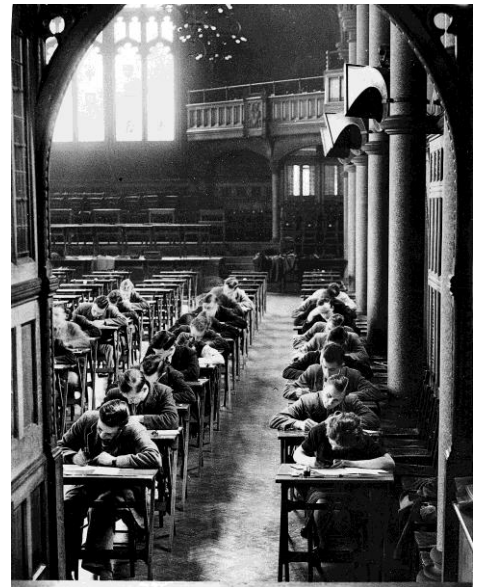
Timetabling

Scheduling next year's academic timetable commenced on Tuesday 14th May. With just over 40,000 timetabled activities across three faculties, uploading and validating the data took a little longer than hoped but the quality of data seems to be a big improvement on last year. We met with the Faculty Scheduling Teams last week to workshop how to get the best collaboration and effort out of the next three months of scheduling; identifying priorities, agreed parameters and good practise between teams and generally how to make it as awesome as it can be with the report tools available. This is a marathon not a sprint – what gets scheduled first impacts what needs to be scheduled at the tricky end, so planning is key.



Semester Two Exams

The semester 2 examinations also commenced on Monday 13th May, spanning just under four weeks with over 70,000 student sittings to administer (over 95,000 including remote online assessment). Utilising 55 locations across campus, including the Students Union, The Academy, Sugden Sports Centre and the Armitage site in Fallowfield, the team are making their final checks, papers are packed, exam logins have been tested in the PC clusters, invigilators are being briefed and poised at the ready. In the first couple of days everyone finds the rhythm before settling into what should be a steady flow of assessment in contrast to a more congested two-week January window. An amazing effort put together by the Exams Team.



INSTITUTE OF TEACHING AND LEARNING (ITL)

2024 UoM Teaching Excellence Awards Nominations Open

Nominations are now open for the 2024 Teaching Excellence Awards at the University of Manchester. These awards recognize individuals or teams demonstrating a significant and sustained commitment to excellence in teaching, learning, and enhancing the student experience.

Key Themes:

- Educational Leadership
- Inclusive Education
- Flexible Learning and Digital Delivery
- Assessment and Feedback
- Student Voice

Award Details: Winners receive a trophy and personal development opportunities, contributing to university-wide teaching initiatives. Nominations, evaluated by a panel including faculty and academic leaders, may be commended or receive full awards.



Nomination Process: Submit nominations using the Teaching Excellence Case for Award proforma via the online portal. Submissions can be an 850-word document or a five-minute pre-recorded presentation.

Complete nominations, including supporting statements/signatures, must be submitted to the Institute of Teaching and Learning via the [online submission portal](#) by **7pm BST on Wednesday 24 July 2024**.

For more details, visit the [The Institute of Teaching and Learning](#) Website

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