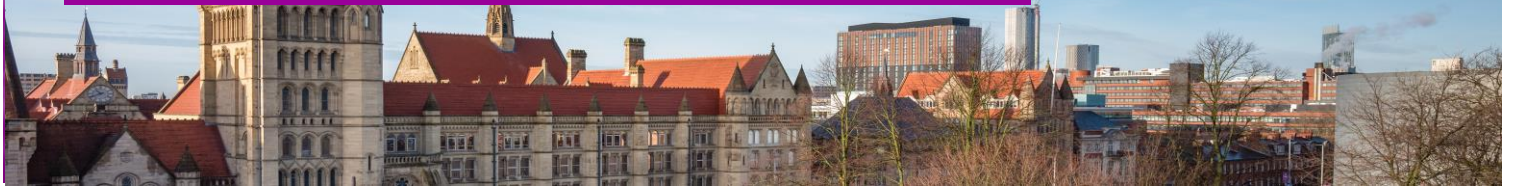


# TLD Bulletin

## June 2024



## WELCOME MESSAGE

Welcome to the June edition of the Teaching and Learning Delivery Bulletin – a smaller one this month as things quieten down for summer.

## TAUGHT PROGRAMME ENHANCEMENT

CMA

Thank you to everyone who has been involved in CMA this year, we are very pleased to have now sent out all durable emails. We are holding a review meeting on Wednesday the 19<sup>th</sup> of June 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](mailto:sarah.williams@manchester.ac.uk) - those part of the working group have automatically been invited to take part.

## THIS MONTH:

- TPE news for CMA, Unit Surveys and the NSS
- Book your place at the Appeals, Complaints, Conduct and Discipline Conference
- Timetabling and Examinations news



## Unit Surveys

All reporting (instructor, unit, department, school and faculty) for the semester two unit surveys is now with schools via their Head of Education and Head of Teaching, Learning and Student Experience.

## NSS

The Office for Students will publish the 2024 NSS data on its website at **09:30 on Thursday 10 July 2024**. During the day on 10<sup>th</sup> July, the team will be working hard to get headline results as soon as possible. A headline report will be sent to the Senior Leadership Team and the Teaching and Learning Strategy Group members around 11:00. A Teams meeting will take place at 15:00 with senior Teaching and Learning Colleagues. During the meeting, April McMahon will give an overview of the key messages, Andy Peet will deliver a short presentation on quantitative analysis followed by sentiment analysis of free-text comments from Daniel Bayes. The PowerPoint presentation will be available to download from the NSS pages at the end of the day. Further details about when information will be made available is accessible on the Teaching and Learning Delivery webpages at: <https://www.staffnet.manchester.ac.uk/tlso/student-engagement/student-surveys/nss/nss-results/>.

# APPEALS, COMPLAINTS AND DISCIPLINE

## Book your place at the Appeals, Complaints, Conduct and Discipline Conference

The annual Appeals, Complaints, Conduct and Discipline Network (ACCD) Network Conference is taking place on Wednesday, 24 July, in Roscoe Building and this year the focus is on student mental health. There are 200 places available and anyone who is involved in student casework (academic or PS) is welcome to attend.

The Conference will feature presentations from the Division of Student and Academic Services (Directorate for the Student Experience), Campus Life and the Students' Union Advice Service. You will be able to choose to attend a workshop most relevant to your role as part of the Conference's afternoon programme.



Further details on the full Conference programme will follow. Refreshments will be provided. [Book your place](#)

Membership of the ACCD Network is open to any and all staff (PS or academic) involved in academic appeals and complaints at any stage, and academic or non-academic conduct and discipline issues.

## SCHEDULING (TIMETABLING, EXAMINATIONS, PROGRESSION & ASSESSMENT)

### Timetabling

After four weeks since the start of scheduling the 2024 – 25 academic timetable over 70% of taught activities are now timetabled. Progress will slow somewhat with the remaining 30% as these are carefully weaved in as availability of students and locations decrease. However, this is a tremendous effort so far and should see us well on track not only for timetable publication to staff next month, but also for the much desired time for quality checks at the end of scheduling, using the analytical scheduling reports to make the schedules as efficient and workable as they can. These include checking for long gaps for students between sessions, back-to-back travel for staff and numbers of teaching-free days but to name a few.

### Examinations

For what is normally seen as a long assessment window, this time around there were a few more added complications and curve balls which, despite everything, did not phase the exams team with some well-established contingency planning put into action. The occupation of the Whitworth Hall exam venue triggered the need for alternative back-up venues to be used predominantly in Chemistry, Crawford House, University Place and the Engineering building. Invigilators were instead deployed from University Place foyer, as were the relocated students from Whitworth Hall to their new venue. Huge thanks to all the staff who volunteered to help redirect the students, who were also very amenable about the whole thing. TLD's Mohammad Atiq, John Hornsby, Jenny Gradwell, Rita Dowdall, Admissions' Louise Hussain, as well as Student Access, Success and Development's very own Emma Lewis-Kalubowila, Jonathan Bennett, Aaron Jones, Megan Lewis and Abbie Mountford – your honorary exams team memberships will be in the post! Pretty sure Simon Merrywest gets a thank you too, but genuine appreciation as ever goes to the core team Jill, Mich, Abby, Joe and Vicky for yet another job immensely well done.



# 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](mailto: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](mailto:teaching-policy@manchester.ac.uk)