

# TLD Bulletin

## September 2024



## WELCOME MESSAGE

Welcome to the first Teaching and Learning Delivery Bulletin of the new academic year. We hope all readers enjoyed a break over the summer.

## STAFFING UPDATES

We would like to welcome Angela Smith, who joined the team on 27th August and is working as an officer within the Appeals, Complaints, and Discipline team. Angela worked in a similar role in FSE before coming to us, and we're really looking forward to working together.

## POLICY UPDATES

**Annual Policy Cycle – Category B policy consultations now open**

The following policies, procedures and guidance are now open for consultation:

- Guidance for lecture 'shout outs'
- Procedures for the award of posthumous and aegrotat undergraduate and postgraduate taught degrees
- Peer review of teaching guidance
- Policy on ethical approval of research on human participants in taught assessment\*

## THIS MONTH:

- New staff
- Annual Policy Review Cycle has begun
- PGT Dissertation Survey
- Semester 1 Unit Surveys
- News from ITL



\* Please note the proposed name change from Policy on ethical approval of research on human *subjects* in taught assessment

The deadline for comments is the **29 November 2024**. All feedback is welcome.

### Methods of Consultation

Colleagues can engage through their Faculty-led consultation or submit individual comments via our new [Policy feedback form](#).

Further details, and a link to the consultation documents, can be found on our new [Policy consultations webpage](#).

# TAUGHT PROGRAMME ENHANCEMENT

## PGT Dissertation Survey

Preparations are underway for the 2023/24 PGT Dissertation Survey. Colleagues in Schools have been asked to check student enrolments on relevant units using the new Digital Integration Gateway (DIG) tool. Colleagues have until Friday 20th September to complete this part of the process, after which the team will finalise the date and prepare surveys deployment on 30th September.

DIG is a dynamic tool that helps to increase the accuracy of our data and support automation of the data review, survey and evaluation tasks for which the data will be used. In the future we aim to distribute the responsibility to review this data to a wider number of appropriate colleagues in each school, reducing the burden on one colleague/a small team centrally.

If you have any queries about the PGT Dissertation Survey or DIG, please contact the team ([teachingandlearningsurveys@manchester.ac.uk](mailto:teachingandlearningsurveys@manchester.ac.uk)).

## Semester 1 Unit Surveys

The data collation process for semester 1 has begun and relevant school colleagues have been contacted. The initial deadline to give the team a list of unit codes to be surveyed is Friday 13<sup>th</sup> September 2024. The below timeline highlights the stages of the process we ask school colleagues to engage with, as well as demonstrating the lead time needed by the team. If you foresee any issues with the timeline outlined below, please contact the team as soon as possible ([teachingandlearningsurveys@manchester.ac.uk](mailto:teachingandlearningsurveys@manchester.ac.uk)).



Week Commencing	Deadline/Key Date	Task/Stages
02-Sep	2nd September	Schools contacted - unit data
09-Sep	13th September	DEADLINE - Unit data from schools
16-Sep		TPE collate required data, schools to validate
23-Sep		
30-Sep	4th October	DEADLINE - Schools to complete validation of student data
07-Oct		TPE clean data, schools engage for TPE queries
14-Oct		
21-Oct	25th October	TPE DEADLINE - Finalised relationship files
28-Oct		Build and User acceptance testing
04-Nov		Build and User acceptance testing
11-Nov		Build and User acceptance testing
18-Nov	18th November	Survey Deployment
25-Nov		Survey Live
02-Dec		Survey Live
09-Dec	13th December	Survey closes

# INSTITUTE OF TEACHING AND LEARNING (ITL)

## September Open Workshop Programme

- Using Cadmus in Assessments, Thursday 19th September 13:30-15:00, Online - [Click here to book](#)
- Supercharging your Scholarship, Wednesday 25th September 12:00-14:00, In Person (Lunch provided) - [Click here to Book](#)

## Teach Explore Apply Blog

Check out the recent posts on our [TEA Blog](#), where we will be posting weekly blog posts supporting your teaching and pedagogy.



- [Empowering Teaching Assistants in the Marking Process](#) - By Amelie Mons
- [Recap and Key Takeaways of the 2024 ITL Teaching and Learning Conference](#) - By Pietro Paolo Frigenti
- [How Does It Feel to Organise a Conference? Reflections on the University of Manchester's Teaching and Learning Conference](#), By Pietro Paolo Frigenti

### ITL Scholarship of Teaching and Learning Toolkit

Have you ever wondered exactly what 'Scholarship' is, and how it can impact and may already impact your career? We have put together a toolkit to answer many of your questions, offer suggestions, and include exemplars who you can use to guide your own Scholarship of teaching and learning (SoTL).

Some of the [webpage and toolkit](#) is still under construction, but take a look at what is there, and the rest will be added shortly.

## 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)