APPROVED

THE UNIVERSITY OF MANCHESTER

**SENATE: ACADEMIC QUALITY AND STANDARDS COMMITTEE:
TEACHING, LEARNING AND STUDENTS**

26 JUNE 2024

Present: Professor April McMahon (Chair), Raheel Ansari, Professor Andrew Brass, Professor Adam Danquah, Dr Francisco Eissa-Barroso, Professor Gabrielle Finn, Katie Jackson (to minute 8), Andrew Mawdsley, Professor Ellen Schafheutle, Professor David Schultz, Professor Fiona Smyth, and Dr Nicholas Weise.

In Attendance for all items: Craig Best (Director of Student and Academic Services), Janine Holdway (Head of Teaching and Learning Delivery), Dr John Marsh (Senior Governance Manager), Dr Julian Skyrme (Director of Social Responsibility), and Kate Brown (Governance Manager) (minutes).

1   Welcome and Apologies

Noted: Apologies were received from Professor Robert Ford, Professor Danielle George, Professor Peter R Green, and Dr Simon Merrywest.

2   Thanks to departing members

Noted: the following departing members were thanked for their contributions to the committee: Raheel Ansari, Professor Ellen Schafheutle and Raluca-Elena Valescu and Dr Nicholas Weise.

3   Declarations of Interest

Noted: that there were no declarations of interest in relation to the agenda.

4   Minutes of the Previous Meeting

Noted: It was suggested that the wording of minute 7a ii be amended to "grades consistent by *assessment* type" rather than 'subject' as stated.

Agreed: to approve the minutes of the 8 May 2024 meeting, subject to the amendment of "subject" to "assessment" in the wording of minute 7.a.ii.

5   Matters Arising

Noted:
   a) the Matters Arising update;
   b) that the schedule of meetings for 2024-25 will be circulated by the Governance Team in July. Meetings would continue to be aligned with Senate meeting dates.

6   Forward Agenda: Schedule of Committee Business for 2023/24

Noted: The Academic Quality and Standards Committee (Teaching, Learning and Students) Forward Agenda.

7   Assessment Framework Review: Feedback Procedure

Received: a revised Assessment Framework: Feedback Procedure with:
   i)   Summary of changes to date
   ii)   Proposed timeline for review/engagement and recommendations to Senate
   iii) Outcomes of Assessment Policy

Noted:
   a) Changes to the text had been applied to:
           i.   Reclassify policy, guidance or procedure
           ii.   Remove duplication
           iii. Ensure Plain English
           iv.   Restructure logically
           v.   Align with assessment principles
   b) The Feedback Procedure would only apply to non-credit CPD programmes if assessment was included in the programme.
   c) Discussion of paragraphs 2.0.3 to 2.0.5 (inclusive) considered options to reduce potential duplication and repetition of text and identified several options to enhance their clarity.
   d) There was substantial discussion about the proposed provision of feedback timescale move to 21 calendar days for single pieces of work. Discussion focused on feedback principles and aspects of the practical implementation of this proposal, including the following key themes: 1) the impact of weekend or other non-working days on feedback timescales, 2) the interface between feedback timescales and examination boards, 3) the communication of timescales to staff and students, and 4) student expectations and perspectives on feedback timescales and provision.
   e) There was some discussion about whether receiving feedback during exam season was detrimental to students. It was noted that it was at the student's discretion whether they accessed their feedback and signposted to appropriate support services.
   f) The content of feedback should indicate to students their learning progress and enable reflection on progress. It was confirmed that it was the student's responsibility to consider and reflect on the feedback received. Feedback should also be provided to students in a format that is accessible for them to allow them to reflect on the content.
   g) There was a query on how to implement paragraph 2.2.3 and it was confirmed that this would be outlined in the guidance.
   h) There was a cultural issue of students not collecting their feedback and more consideration needed to be given to how to shift this viewpoint.   It was suggested that once the framework is implemented then students may feel there is more value in collecting their feedback.
   i) Paragraph 2.1.7 – There was a requirement for some FSE programmes that the exam board meets before the release of feedback. It was confirmed that in this situation the 21 days rule would not apply but this exception needed to be clearly communicated to students.

Agreed:
   1) members welcomed the proposed text on the Feedback Procedure and recognised the comprehensive work that been undertaken to advance it to its current position, and identified the following in terms of additional amendments:
         i.   combining paragraphs 2.0.3 and 2.0.4
         ii.   Paragraph 2.04. to include 'at the first teaching session'.

iii. Paragraph 2.0.5 to include 'assessment and feedback information, and to also include specific submissions dates for assessment and coursework submission'.
iv. Paragraph 2.1.7 to amend 'should' to 'must' as this is required under GDPR.
v. Paragraph 2.1.7 to be revised to address circumstances in which there was a specific requirement that an Exam Board must meet before release of feedback.
vi. Paragraph 2.1.9 (based on Dr Eissa-Barroso's proposed re-wording that he would provide to the Director of Student and Academic Services)
vii. To further consider the use of the word 'accessible' in describing the type of feedback provided.
viii. Paragraph 2.2.2 remove the word 'enable' and revise wording.

2) that the updated proposal for the Feedback Procedure would be scheduled for the next Committee meeting, prior to presentation to October 2024 Senate.

3) An updated timeline would be shared with the Committee together with an updated draft of the Procedure.

8   Quarterly Update on TLS Functional Areas

Noted:
a) A detailed briefing note would be circulated by the Director of Student and Academic Services.
b) Updates would continue to be provided to the Committee on a quarterly basis in 2024-25.

9   Policy Review

a)   Policy for Placement Learning, and associated guidance

Received: the revised Policy for Placement Learning, and associated guidance.

Noted:
a) In paragraph 3.1.4 the phrase 'special educational needs' was used and it was suggested that this be changed as this was no longer the appropriate wording for this category of student.
b) In paragraph 3.1.10 there was reference to 'awareness of cultural life of the host country' and it was suggested that this be amended to 'cultural differences'.
c) Where a mark was appropriate for students completing a placement or international study, there was a request for a discussion on guidance on the weighting for the year.

Agreed: to approve the revised the revised Policy for Placement Learning, and associated guidance subject to the following amends:
- Paragraph 3.1.4 'special educational needs' amended to more appropriate wording.
- Paragraph 3.1.10 **'**awareness of cultural life of the host country' amended to 'cultural differences'.

Action: to hold a discussion and provide guidance on the appropriate weighting for the year for marks of a placement or international study. **Chair**

b)   Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study, and associated guidance

Received: the revised Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study, and associated guidance.

Agreed: to approve the Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study, and associated guidance.

c) **Policy on Religious Observance for Students**

Received: the revised Policy on Religious Observance for Students.

Agreed: to approve the revised Policy on Religious Observance for Students.

d) **Policy on Additional Costs for Taught Programmes**

Received: the revised Policy on Additional Costs for Taught Programmes.

Noted:
a) Optional costs must be made clear and the cost of compulsory printing met by the school.
b) There was a query about situations where students could opt to pay for their own printing or materials rather than using the school provided option, e.g. when printing posters for an undergraduate research conference. It was confirmed that, as long as a free route was available, students could opt out of this at their own expense, this would need to be made clear to students from the start.

Agreed: to approve the revised Policy on Additional Costs for Taught Programmes.

10 Requests for Agenda Items by Members of the Committee

Noted: no requests for agenda items had been received. Any such requests for future meetings should be made to the Governance Office at the earliest opportunity.