

TLD Bulletin November 2024



WELCOME MESSAGE

Welcome to the November edition of the Teaching and Learning Delivery Bulletin.

We have decided the Bulletin needs a little revamp and would really like to hear thoughts from our listserv subscribers on what an improved version of this bulletin could look like to work better for you.

We have created a really short feedback form (just three questions!) for anyone who has any ideas. The link is here, or you can scan the QR code below:

<https://forms.office.com/e/2zGJq59fj0>

Any feedback would be greatly appreciated.



THIS MONTH:

- TLD Bulletin survey
- Category B policy consultation closing soon – have your say!
- Programme Development requests deadline
- Scheduling Updates



TAUGHT PROGRAMME ENHANCEMENT (QUALITY FRAMEWORK, STUDENT VOICE DATA AND POLICY)

New and Updated Policies

The new [Policy on Recording and Monitoring Attendance and Engagement](#) is now available to view.

The policy provides clarity in relation to the University's expectations in monitoring attendance and engagement, to ensure that the University proactively monitors student wellbeing, supports academic performance and meets external body reporting requirements, in relation to Undergraduate, Taught Postgraduate and Postgraduate Research students.

Annual Policy Review Cycle

Category B consultations closing soon

The following policies, procedures and guidance are still 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*

* 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](#).



Coming next from the Policy team- Category A Consultations will be open from *2nd* December.

We will soon be welcoming your feedback on:

- Undergraduate Degree Regulations
- Postgraduate Taught Degree Regulations
- Framework for Credit Transfer and Grade Conversion of Study Abroad

Your Faculty will be circulating details of your Faculty-led consultation, or you will be welcome to submit individual comments directly via our [Policy feedback form](#).

Further details can be found on our [Policy consultations webpage](#).

Semester 1 Course Unit Surveys

Starting **Monday, November 18th**, Semester 1 course unit surveys will be available for students to complete until Friday, December 13th. Students will receive reminders via email to provide feedback on their courses throughout the live period. Emails from the system will cease automatically once all surveys are completed.

This semester, surveys will be accessed using Single Sign-On (SSO). In addition to email links to students, generic links and QR codes will be distributed to schools for promotional use. Academics can find unit-specific links and QR codes in the subject management view, with access instructions to be sent via email once surveys launch.

If students encounter issues accessing their surveys, they should contact teachingandlearningsurveys@manchester.ac.uk. The most likely issue can be resolved very quickly once the team is aware. Staff and school queries are also welcome at the same email address.

Programme Developments 2025/26

DEADLINE REMINDER

This is to remind all Teaching, Learning and Student Experience (TLSE) colleagues that the deadlines for submission of [programme development](#) requests to Teaching and Learning Delivery (TLD) for 2025/26 are:

UG - 31 March 2025

PGT - 30 May 2025



Please ensure that you make yourself aware of School and Faculty deadlines for submission and approval of proposals as these deadlines may be considerably earlier than the final date of submission to TLD.

This year we have experienced a substantial increase in late requests which has severely impacted our ability to meet our regulatory obligations in relation to timely production of course marketing information and the Competitions and Marketing Authority (CMA) requirement to provide 'durable' programme information to all offer holders. Therefore, any requests received after the submission deadline will only be considered in **exceptional circumstances** and with the full support of your Faculty Vice Dean for Teaching, Learning and Students.

SCHEDULING (TIMETABLING, EXAMINATIONS AND PROGRSSION & ASSESSMENT)

Timetabling

After some busy months preparing and allocating students to their timetables, the schools and Faculty Scheduling Teams are reviewing aspects that went well and what could be improved in the cycle. Teams should also now be looking toward semester 2 student allocations and processing any required timetable changes.

The timeline for the 2025 – 26 scheduling cycle will be published in December, with timetable data capture opening from January 2025.

A minor update to Resource Booker has also been applied recently, which now allows users to change the room for a booking, rather than having to cancel the booking then make it again.



Exams

The team are collating and processing the exams data returned by schools, to ensure all the correct students and units for semester 1 assessments, and their requirements, are ready to be scheduled.

Scheduling will take place over the next couple of weeks with the composite timetable (without venues) released at the beginning of December.

The invigilation pool has also been strengthened by some new recruits who are keen, ready and willing. Training will take place throughout December and January.

TEACHING EXCELLENCE TEAM (PREVIOUSLY ITL)

November Open Workshop Programme

- Digital Wellbeing - Regroup and Refresh, Wednesday 20th November, 14:00-15:30, Online - [Book to attend `Digital Wellbeing Regroup and Refresh`](#)
- Telling your Teaching and Learning Story - SOTL Workshop Series, Wednesday 20th November, 14:00-15:30, Face to Face - [Book to attend Telling your Teaching and Learning Story](#)

Evaluating Your Practice: An Online Event for University Staff

Date: 20th January 2025

Time: 10:00-15:00

Platform: Teams

Join us for an interactive online event designed to explore various ways to evaluate and enhance your professional practice. Whether you're focused on improving teaching methods, supporting access and participation plans, or building TEF case studies, this session has something for you.

What to Expect: - Introduction to the Theory of Change Framework: Learn how this powerful tool can help you reflect on and evaluate your work. - Practical Ideas & Resources: Discover a range of methods, tools, and strategies that can support your evaluation efforts.- Insights from the



Evaluation Advocate Network: Hear real-life experiences, lessons learned, and success stories in embedding evaluation practices. - Creative Evaluation Methods: Explore how to adopt a students-as-partners approach for a more inclusive and impactful evaluation process.

This event is a great opportunity to reflect, connect with peers, and elevate your evaluation strategy. Come ready to share your thoughts and leave with new ideas to implement in your work!

[You can book your place here, please sign-up with your University email.](#)

If you have any questions, please contact us at teaching.learning@manchester.ac.uk. We look forward to seeing you there!

ITL Fellowships

ITL Fellowships provide you with the time, focus and support to work on a teaching and learning project which will lead to a lasting change that improves student experience or outcomes (directly or indirectly) across the university.

The revised ITL Fellowships will be appointed on a 0.4 FTE for a two-year secondment to work on a teaching and learning project in one of the University's priority areas. Three priority areas have been identified:

- Community-engaged learning: education that has mutual benefit with the community (also referred to as service learning).
- The teaching-research nexus: how our research can inform our teaching, and our teaching can inform our research.
- Curriculum interventions for student success: what can we do to address differential attainment and completion?

This opportunity is open to all staff, including academic, Professional Services and Technical Services colleagues. Joint Fellowships (e.g. 0.4FTE shared by two colleagues) will also be considered.

- [Find out more about the ITL Fellowships](#)



UOM Teaching Workshops

Click below to sign up to any of the courses that sound interesting!

- Formative and Informative: Exploring ways to integrate into everyday teaching and learning, 27th November, 13:00 - 14:45 - <https://forms.office.com/e/Dd5aGSE2js>

Join us for the annual Service Learning Conference 2024, with this year's theme: Service Learning in Schools

Service Learning (also known as Community-engaged learning) combines community involvement study and practical experience for mutual benefit of communities and our students. We are excited to be holding a morning conference on Service Learning in Schools on November 27th 2024 - which is for staff, community partners and students- offering a unique insight into Service Learning in Schools from keynote speaker, Prof. Lynne Bianchi plus workshops and networking.

Please join us! (Spaces are limited so please book as early as possible). <https://www.eventbrite.co.uk/e/1042714044777?aff=oddtcreator>

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