

Teaching and Learning Delivery Bulletin



February 2025

At a glance:

Degree Outcomes Statement Updated for current Academic Year

- The Degree Outcomes Statement has been updated with minor changes and reformatting. University colleagues can view the new version [here](#).

NSS 2025 is live

- The NSS is one of the most important ways of collecting student feedback at the University and the data is vital for feeding into improvement of the student experience.
- More information on the NSS can be found [here](#).
- We have employed a team of Ambassadors to run 'NSS Engagement Stands' and deliver lecture shout outs across February and March. If you have a key high-traffic location in your school that would be a good place for such a stand, please contact daniel.bayes@manchester.ac.uk.

Teaching and Learning Conference - Call for Papers

- The Teaching Excellence Team are holding the ITL Teaching and Learning conference on the 2nd and 3rd of July 2025. All Staff and Students are welcome to submit a paper based on one of this years themes. The submission deadline is **28th February at 5pm**.





Taught Programme Enhancement

Policy Updates

Degree Outcomes Statement

The [Degree Outcomes Statement](#) has been updated for the 2024/25 academic year with minor amendments and reformatted into our policy template.

Student Voice

NSS 2025 is Live

The National Student Survey (NSS) 2025 is now open, offering final-year undergraduate students the opportunity to share their feedback on their time at Manchester. The NSS is one of the most important tools for gathering student feedback about their experience of studying and living at Manchester. The results are vital for:

- **Improving the student experience:** Feedback helps us make targeted improvements in areas such as teaching, assessment and feedback, academic support, and learning resources.
- **Enhancing our reputation:** NSS results contribute to university league tables and help prospective students make informed decisions.

Students respond best to encouragement from staff they know and trust. Whether you teach, advise, or support students, your engagement is critical to achieving a high response rate.

- **Share the importance** of the NSS with your students in lectures, seminars, or one-to-one meetings.
- **Point students** to the NSS website where they can complete the survey.
- **Use the resources** available on the Promoting the NSS pages on StaffNet for advice and promotional materials.
- Request use of shared **pull-up banners** that have been purchased by emailing daniel.bayes@manchester.ac.uk
- Promote the incentives available to our students – [which can be found here](#)

Additionally, Teaching and Learning Delivery have employed a team of Ambassadors to run 'NSS Engagement Stands' and deliver lecture shout outs across February and March. If you have a key high-traffic location in your school that would be a good place for such a stand, please contact daniel.bayes@manchester.ac.uk.

You can find out more information about NSS 2025 activity [here](#)

You can also review student facing messaging [here](#)

Staff may also be aware of the Sexual Misconduct Survey (SMS) that the OfS are trialling for the first time. This is an additional, and entirely separate, survey that students are asked if they would like to complete following NSS submission. There is no obligation, and refusal to complete does not impact their NSS submission. If staff would like further information for their own knowledge or to support questions from students – this can be found [here](#).

Mid-Semester Surveys

Launching Monday 17th February mid-semester surveys will be delivered to all taught students in FSE and to all taught students excluding UG final years in FBMH. Humanities will be responsible for their own local initiatives. The survey will be open for one week, until 23:59 on Sunday 23rd February, with reporting passed to schools at the beginning of the following week.

Students will be asked to complete a single survey, attributed to their programme and year of study. Staff can encourage student participation by directing them a singular generic [link](#) Or by sharing this QR code.

Please note, staff will receive an error if they attempt to follow the link or QR code, as they do not have a survey to complete. If any students face errors, please have them email teachingandlearningsurveys@manchester.ac.uk immediately.



Mid-Semester Survey -
Semester 2 2024-2025

DIG - Semester 2 Surveys

Thank you to colleagues who have provided the required data for semester 2 course-unit surveys. DIG (Data Integrity Gateway) will now open to Course Unit Convenors/Course Unit Directors on Monday 17th February.

CUC/CUDs will have 3 weeks to review, edit and validate course unit data. This will close Sunday 9th March. There will be a 1-week period following this where schools will review the data. This process allows unit leads to ensure the correct staff are associated with the unit. In cases where units are double taught, or have multiple pathways, they can also be merged or split for the benefit of surveys. This will only impact the data for surveys, and no other purposes. This has replaced the previous back-and-forth process in which PS staff needed to validate staff on every unit. By asking unit leads to engage with this data, we are asking the best placed colleague to validate our data.

Staff are reminded that they **must publish** their units once happy, even if no changes are made to the data. If units are not published (located in the drop-down menu in the top left), changes will not take place. Staff will also receive email reminders to say they have not finished their DIG tasks if they do not publish all units, which includes those where the data is accurate.

Guidance and resources on how to use DIG from Semester 1 will be updated in advance of the 17th, and will be available in both emails to staff and through our [webpages](#).

If there are any issues, including assignment to the wrong units as CUC/CUD, or questions over specific aspects of the DIG process, please contact teachingandlearningsurveys@manchester.ac.uk.

Scheduling

Timetabling

Refresher and new user training for Enterprise Course Planner, the Syllabus+ application to allocate students to small group teaching, has concluded. Thank you to all those who attended. As a helpful reminder, here is the [training guide](#) for users to follow whilst allocating using ECP.

The [spreadsheet method](#) for allocating students is also available and can be emailed to timetabling@manchester.ac.uk.

Timetable data capture for the 2025 – 26 academic year is now open. Schools have until **Friday 4th April** to submit:

- Timetable teaching data.
- Course compatibility data.
- The creation / roll forward of new or existing course units in Campus Solutions to the 1251 term.

Faculty Scheduling Teams will commence scheduling: **Tuesday 6th May**.

First publication of the timetable to staff: **Friday 11th July**.

Publication to students (Course Unit Selection opens): From **Monday 4th August**.

Data capture for academic staff Flexible Working Arrangements has also been opened by P&OD, where managers have until **Friday 7th March** to submit existing FWAs for staff in their area, to be factored into the timetable build.

Examinations

Semester 1 assessments concluded on **Friday 24th January**. A huge thank you to the Exams Team, and everyone else involved, for delivering a very busy January assessment session.

- There were just over 66,000 student sittings on campus, and just over 20,000 remote online sittings over the 12 days.
- Around 70 venues were used across campus.
- A special thank you to colleagues in the DSE for helping in the couple of sessions we found ourselves short of invigilators, due to the bad weather. You know how special you are, and your honorary exams memberships are in the mail.



Teaching Excellence

ITL Teaching and Learning Conference - Call for Papers

We are excited to announce the third University of Manchester Teaching and Learning Conference on 2nd and 3rd July 2025. This will be a two-day, flexible, free internal conference focusing on teaching and learning at the University of Manchester.

We invite submissions from all students and staff across the University around the following themes:

1. Inclusive education
2. Building belonging and raising student voices
3. Redefining learning and teaching in HE (exploratory strand – challenging the status quo and current methods)

[Submit your proposal here.](#) Deadline for submissions: **Friday 28th February, 5pm**

For more details, see the attached word document in the bulletin email or email teaching-policy@manchester.ac.uk

Weekly Update

- Enhancing Feedback on continuous assessment, Wednesday 26th February, 11:00-12:00, Online - [Book to attend Enhancing Feedback on continuous Assessment.](#)
- Scholarship Ethics - SOTL Workshop Series, Wednesday 26th , 13:00-14:00, Online - [Book to attend Scholarship Ethics](#)

Teaching Matters Workshop

Join us for Workshop 5: “Cognitivist to Social Constructivist Feedback – Developing the Interplay Between Staff and Student Assessment Literacy”, led by Karen Beswick. This interactive session will explore marking feedback practices, provide insights from a student intern on undergraduate feedback perceptions, and foster collaborative discussions on how to enhance feedback processes. Learn strategies to empower students in developing their assessment literacy while reducing marker workload.

Date: 25 February 2025

Time: 12:00 PM - 1:45 PM

Location: Ellen Wilkinson Building, Room B2.4

This workshop is open to new and experienced academics, as well as colleagues involved in marking and assessment. HNAP colleagues are warmly invited to attend. Refreshments will be provided.

Register now: <https://forms.office.com/e/BgZuQwW4U9>

Promotions Criteria: Scholarship of Teaching and Learning Workshop Series

Join our Scholarship of Teaching and Learning workshop series, designed to support colleagues exploring the new "Scholarship" category in the University's T&S promotions criteria.

Whether you're just starting or looking to deepen your work, these sessions offer guidance and resources to develop your scholarship, with a focus on teaching and learning. All are welcome to join and receive tailored support for every stage of the journey.

See the attached PDF and flyer in the bulletin email for more details!

In the meantime, feel free to check out the [SOTL Toolkit on the ITL Webpage](#)

Cadmus

- **Multi-format assessments** - Multi-format assessments are now available as a feature in Cadmus. A user guide is available [here](#) and support is available from Cadmus or your local e-learning team.
- **Training**- Cadmus is offering an additional training session for academic and PS colleagues on 13th February, 9.00-10.30am. [Sign up](#) via the training catalogue.

Call for members: Rubrics Working Group

We are excited to announce the formation of a new working group focused on assessment rubrics, established as part of the Assessment for the Future portfolio. The project team is now welcoming new members to join. If you are interested or would like more information, please contact the Teaching Excellence team for more information





Staffing Updates

Leavers

Charlotte Beresford-Jones, TLSE Coordinator (TPE)

The TPE team would like to wish Charlotte all the best as she leaves the University this month and begin a series of exciting travel adventures in the USA. Charlotte has been in the TPE team since October 2022 and will be greatly missed for both her services to the University and to keeping the team's hot chocolate supply well stocked.

Contact

About Us

Teaching and Learning Delivery (TLD) is based in the Division of Student and Academic Services (SAS), part of the Directorate for the Student Experience (DSE). We work closely with the Vice-President (Teaching, Learning and Students), Associate Vice-Presidents, Vice Deans and with Faculties, Schools and other administrative offices. TLD is led by Janine Holdway, Head of Teaching and Learning Delivery and Paul Brierley, Head of Scheduling.

Get in touch

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 (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 also contact Emma Stansfield or Ellie Powell (teaching-policy@manchester.ac.uk)

Previous editions of this Bulletin can be found [here](#).