

Teaching and Learning Delivery Bulletin



April 2025

At a glance:

Open Invite - Policy Briefing Session

- The Policy team is asking colleagues to express their interest in attending a Policy Briefing session this summer where they can ask the team any Teaching and Learning Policy-related questions and hear about the proposed changes for the 25/26 academic year. To express interest in attending, please use [this form](#). (Please note this event is for internal colleagues of the University of Manchester only.)

DiscoverUni 2025

- The DiscoverUni 2025 collection exercise is now underway, and Schools should have received the following spreadsheets for checking: List of plan codes; List of accredited programmes. The date for return of the spreadsheets to quality@manchester.ac.uk is 9 May 2025.

The UoM Teaching Excellence Awards 2025

- Submissions are invited for awards recognising a significant and sustained commitment to excellence in teaching and learning. All nominations must be made on the [Teaching Excellence Case for Award proforma](#) and submitted as a word.docx via the [online submission portal](#). Evidence should be included to support the case, and all submissions should consider the extent to which students are engaged in a form of partnership.





Taught Programme Enhancement

Policy Updates

Open Invite - Policy Briefing Sessions

The policy team will be hosting two briefing sessions this summer. It will be an opportunity for colleagues to hear about proposed changes for the 25/26 academic year following the current round of policy review. There will also be an opportunity for colleagues to ask any Teaching and Learning Policy-related questions in an open Q&A section.

We will hold the session both in person and one online, the current proposed dates are as follows: In person 1st July 11:30-13:00, Teams 24th June, 11:30-13:00.

To express your interest in attending either of these sessions please use [this form](#). (Please note this event is for internal colleagues of the University of Manchester only.)

Quality Framework

DiscoverUni Collection Exercise 2025 for 2026/27 Entry

The DiscoverUni 2025 collection exercise is now underway, and Schools should have received the following spreadsheets for checking.

- List of plan codes
- List of accredited programmes

The accompanying email, sent on 2 April 2025, contained instructions about checking the spreadsheets and how to record any required changes/updates. The date for return of the spreadsheets to quality@manchester.ac.uk is 9 May 2025. Hopefully the instructions were clear about what is required but, if you have questions, there will a virtual drop-in session on 1 May at 10.00 – 11.00, please use this link to join.

[Join the meeting now](#)



Competitions and Markets Authority (CMA)

As a University, we must provide critical information to prospective students for them to make an informed decision about what and where to study. One aspect of this is ensuring our website is up-to-date as students research which universities to apply to. This takes place during the annual web audit which was completed a couple of months ago for those students starting in September 2026.

Another aspect is providing students who have been offered a place with us more detailed durable information so they can make an informed decision regarding their firm and insurance choice ahead of the UCAS deadline on 6 June. This piece of work is for students starting in September 2025 and is being coordinated by our CMA subgroup of the Teaching and Learning Delivery Operational Management Group. The team are working hard to ensure the information we have is correct before it is sent to offer holders. An overview of the timeline for this work is given below – we are currently at Phase 3:

- Phase 1: February 2025 - course titles match for Spotler e-mails (CS - Dynamics and Marketing Information)
- Phase 2: March 2025 - AIR table structure and related CUIP information to be checked and updated [Note: the deadline for programme amendments is 31 March each year]
- **Phase 3: April 2025** - Durable information in Marketing Information to be checked (1-11 April) and then amended (14-30 April)
- Phase 4: 1-9 May 2025 - Final sign-off of durable information from each School – you can see the content of these e-mails in the Media Library
- Phase 5: 12-16 May 2025 - Durable e-mails sent by Student communications and Marketing Team through Spotler

If you have any questions regarding CMA, please visit our website at

<https://www.staffnet.manchester.ac.uk/tlso/quality/competitions-and-markets-authority-cma/>
or [e-mail the quality team](#)





Scheduling

Assessment & Progression

Staffing Updates

The Assessment & Progression Team has recruited two permanent staff members quite recently. They are Chandraprakash Purohit(Chris) and Ying Zhuang. Chris joined us from the Engagement Analytics team, and Ying came from the AMBS A&P team. Chris is handling the EA side of the project, where he is responsible for day-to-day operations and managing two TLSE Assistants. Ying supports the work of appointing External Examiners, which has recently been moved into our area.

We have set up a new email ID: external.examiners@manchester.ac.uk. This is a shared inbox managed by Atiq Mohammad and Ying.

One of our fixed term members of the EA Team, Madiha Farooq, has moved into a permanent role within SHS. We wish her well in this new role.

Timetabling

2025-26

- The deadline for submitting timetable data collection (course unit delivery and course compatibility) was Friday 4th April.
- The deadline for submitting timetable data for Welcome 2025 was also Friday 4th April.
- Central and Faculty Scheduling Teams are currently validating and uploading this data into the new 2025-26 timetable database.
- If your Faculty Scheduling Team gets in touch for clarification or amendments to the data, please could you action and return as soon as possible so the data can be finalised, ready for scheduling to commence at the start of May.
- If schools have any outstanding data not yet submitted, please contact your Faculty Scheduling Team as soon as possible so they are aware of when the data will be ready.
- First publication of the timetable to staff: Friday 11th July.
- Publication to students (Course Unit Selection opens): From Monday 4th August.



2024-25 Student Allocations to Activities:

- 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 for the Central Scheduling Team to upload and allocate the students.

Examinations

- The semester 2 exam timetable has been published on the [Exams Microsite](#). Students should contact their School for information on course assessment arrangements and method of delivery, or any examinations not listed.
- Individual student examination timetables will be published for all on-campus exams week commencing Monday 14th April.
- The last date for schools to submit examination question papers to the Exams Office was Friday 4th April. If any question papers are outstanding, please contact the Exams Office as soon as possible.

Teaching Excellence

The UoM Teaching Excellence Awards 2025

Submissions invited for awards recognising a significant and sustained commitment to excellence in teaching and learning

Do you or your team have a track record of excellence in delivering or supporting teaching and learning? Do you know someone whose consistently excellent practice deserves more recognition? We are now inviting nominations for the 2025 Teaching Excellence Awards. The Awards celebrate evidence of significant and sustained commitment to teaching, learning and/or the student experience over recent years. Academic, Technical and Professional Service colleagues are eligible for the award, which may be made to individuals and to teams of up to 15 people. Nominations should demonstrate excellence in support of one or more of the following strategic themes for teaching and learning:

- Educational Leadership
- Inclusive Education
- Flexible Learning and Digital Delivery
- Assessment and Feedback
- Student Voice

The Award

In addition to being awarded a trophy at a formal awards ceremony, Teaching Excellence Award

winners will become Honorary Fellows of the Institute of Teaching and Learning, receive a digital badge that can be added to their email signature, be offered personal development opportunities and invited to play a role in the development of teaching and learning across the University.

How to nominate yourself, a colleague or a team

All nominations must be made on the [Teaching Excellence Case for Award proforma](#) and submitted as a word.docx via the [online submission portal](#). Evidence should be included to support the case, and all submissions should consider the extent to which students are engaged in a form of partnership.

Within the proforma, colleagues are encouraged to make their case using the format which best allows them to highlight the reach, value and impact of the nominee's work. Options are a 1000-word written submission or a five minute pre-recorded presentation (this may be narrated slides, a video or other approach). Additional formats may also be approved, in advance, by agreement with the Institute of Teaching and Learning.

Each submission will be considered against criteria of Reach, Value and Impact, which map to those used for the national [Advance HE Teaching Excellence Awards](#).

Complete nominations, including supporting statements/signatures, must be submitted to the Institute of Teaching and Learning via the [online submission portal](#) by 7pm BST on Monday 02 June 2025.

The Panel

The nominations are evaluated against the criteria by a panel that includes nominated representatives from each Faculty as well as the Head of Student and Academic Services (or nominee) and is co-chaired by Dr James Brooks and Dr Jen McBride as University Academic Leads for Teaching Excellence & Quality.

Further Information

For further information please visit our website:

- [The Institute of Teaching and Learning](#) or email teaching.learning@manchester.ac.uk

Weekly Update

April Workshop Programme

- How to Reflect, Thursday 24th April 2025, 14:00-16:00, Online, - [Book to attend 'How to Reflect'](#)

We want you (to write for): TEA Blog

pedagogical practice! It is an excellent chance to engage in scholarship and share your best practice across the university - and outside.

If this sounds intriguing to you, please contact Freya.corrywright@manchester.ac.uk

See what colleagues in Teaching and Learning have been writing last semester on our Teach Explore Apply blog.

Some Recent Highlights:

- [Using photography as an inclusive approach to hearing students' voice](#) by Zhuomin Huang and Heather Cockayne
- [Why we should consider keeping digital teaching in our plans](#) - by Robert Phillips
- [Managing Instructor Teams Across Campuses in Transnational Education: Challenges and Solutions](#) By Stefan Zagelmeyer

Service Learning webinars available for sign-up now

Service-learning or community engaged learning is a teaching and learning approach that combines academic development with community partnership. Through service-learning, students expand their own skills and knowledge by simultaneously meeting the need of a community-based partner.

The benefits of service-learning for staff, students and communities are clear – but it can be tricky to know where to start.

Join Dr Rachel Lindley, Academic Co-Lead for service learning in FBMH, to learn more about the why, what and how behind service learning.

Whether you're brand-new to SL or are looking for a quick refresher, this online session can help you take the next step. All staff and students are welcome to attend on any of the dates below:

- [Wednesday 23rd April, 12:30-1:30pm \[events.teams.microsoft.com\]](#)
- [Thursday 15th May, 2-3pm \[events.teams.microsoft.com\]](#)
- [Tuesday 17th June, 12-1pm \[events.teams.microsoft.com\]](#)
- [Wednesday 16 July, 2.30-3.30pm \[events.teams.microsoft.com\]](#)

We will also be running a drop-in clinic for anyone in need of support with an existing service learning project. Rachel and other SL leaders will be on hand to offer guidance and advice on all things service learning. Join us online for one of the following sessions:

- [Wednesday 7th May, 3-4pm \[events.teams.microsoft.com\]](#)
- [Wednesday 16th July, 12-1pm \[events.teams.microsoft.com\]](#)





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](#).

