

Teaching and Learning Delivery Bulletin



September 2025

At a glance:

Programme Development Process Change

- We have been reviewing our programme amendment and programme withdrawal / suspension processes over the last year and these have now been amended.
- All the new forms and guidance documents are available on the TLD website at:
<https://www.staffnet.manchester.ac.uk/tlso/quality/programme-development/>.
- For both of these processes there are new forms. If colleagues have already begun to do work on an old form, these will still be accepted during this academic year.

Teaching Excellence Workshops

- The programme of Teaching Excellence workshops for October has now been announced.
- Colleagues can book their place following the links below.





Taught Programme Enhancement

Student Voice

Programme Development Process Changes

We have been reviewing our programme amendment and programme withdrawal / suspension processes over the last year and these have now been amended. Thank you to everyone who was involved in the working group and those who reviewed and commented on the changes through our committee structure.

All the new forms and guidance documents are available on the TLD website at: <https://www.staffnet.manchester.ac.uk/tlso/quality/programme-development/> and direct links to the documentation are as follows: [programme amendment](#), [programme withdrawal / suspension](#).

For both of these processes there are new forms. If colleagues have already begun to do work on an old form, these will still be accepted during this academic year.

The main changes to the programme amendment process are:

- New streamlined form that can easily be completed in Word
- New guidance document to support the process
- New amendment types – minor (no CMA implications), major (impact on the offer stage of CMA) and significant (impact on the research and application stage of CMA). Going forward, significant amendments will need to be approved 18 months prior to implementation (to allow a lead-in time, any significant amendments to be implemented for the 2026/27 and 2027/28 academic years should be submitted by 31 March 2026 for UG and 29 May 2026 for PGT).
- New combined deadline (which will be implemented from 2026/27)
- More flexibility for minor amendments - Schools Heads/Directors of Education to set the deadline which must be approved by the relevant Faculty Vice-Dean TLS and be by 31 August

The main changes to the programme withdrawals/suspensions process are:

- New streamlined form that can easily be completed in Word
- Overarching reason for withdrawal/suspension with specific supporting detail (rationale) for clearer reporting to Senate
- Updated guidance document to support the process
- New deadline to comply with CMA: 30 April
- Consultation with Legal Affairs only required where the proposed withdrawal or suspension will affect current students where no teach-out plans are in place OR offer holders when withdrawal or suspension is approved late i.e. after 30 June (see Final Programme Withdrawal or Suspension deadlines section of the [guidance document](#) for details).

If you have any queries, please do not hesitate to contact the quality team at quality@manchester.ac.uk.

Scheduling (Timetabling, Examinations and Progression & Assessment

Common Exam Mistakes - List for Schools to help students

Over the last year, the Exam Delivery team have collated feedback from over 300 exam invigilators to create a list of the common mistakes which students make when preparing for invigilated exams - such as turning up late, or not storing their phone securely. We have made the list available on our [SharePoint site](#), and we hope that colleagues in Schools will find this useful when helping their students prepare for invigilated exams.

Teaching Excellence

October Workshops

- Pomodoro writing session, Wednesday 1 October 2025, 09:30-11:30, Online – [Book: Pomodoro writing session](#)
- SoTL Series: Introducing Scholarship, Wednesday 1 October 2025, 16:00-16:00 (listed as 4 am–4 pm; likely 16:00-17:00), Online – [Book: SoTL Series: Introducing Scholarship](#)
- SoTL Series: Starting your Scholarship, Wednesday 8 October 2025, 01:00-14:00 (likely 13:00-14:00), Online – [Book: SoTL Series: Starting your Scholarship](#)
- Conversations from the classroom: Exploring the human-side of teaching and learning, Thursday 16 October 2025, 11:00-12:00, In-person – [Book: Conversations from the classroom: Exploring the human-side of teaching and learning](#)
- SoTL Series: Scholarship Methods, Wednesday 15 October 2025, 00:00-13:00 (likely 12:00-13:00), Online – [Book: SoTL Series: Scholarship Methods](#)
- SoTL Series: Evaluating your Scholarship, Wednesday 22 October 2025, 12:30-14:00, Online – [Book: SoTL Series: Evaluating your Scholarship](#)
- SoTL Series: Scholarship Ethics, Wednesday 29 October 2025, 13:00-14:00, Online – [Book: SoTL Series: Scholarship Ethics](#)

Teach, Explore, Apply Blog

- The [TEA Blog](#) is filled with best practice and helpful articles to encourage you to reflect and think about your own pedagogy, while also giving the opportunity to share your own work.

If you are interested in writing for us, please reach out to Freya.corrywright@manchester.ac.uk.

Some recent articles can be found below:

- [Academic Advising and professional development](#) by Caroline Hoyle
- [A Hollistic View on Assessment – Why We Must View Assessments Through the Lens of the Whole Programme](#) by Dr Grazyna Grace Lipowska-Bhalla

Cadmus x Manchester Workshops

To introduce colleagues to the features and functionality of the platform, Cadmus will be running two workshops, each with a different focus:

Cadmus x Manchester: Assessment Design and Setup Workshop

- Wednesday 1 October, 11-12

In this first workshop, colleagues will:

- Discuss setting up assessments on Cadmus
- Learn about introducing your students to Cadmus

To register, [please sign up here](#)

Cadmus x Manchester: Class Management and Analytics Workshop

- Thursday 2 October, 1-2

In this second workshop, colleagues will:

- Complete a Cadmus assessment as a student
- Dive into the engagement analytics
- Learn how to contact students, grant extensions and organise your cohort
- Explore the Cadmus Reports to understand academic integrity and student engagement

New features of multi-format assessment and Cadmus marker will also be introduced and demonstrated in this workshop, time permitting.

To register, [please sign up here](#).



Items from Other Areas of the University

From the Careers Service: Use our Staff Promotional Toolkit to promote the Graduate Outcomes Survey!

All graduates are invited to complete the [Graduate Outcomes Survey](#) 15 months after completing their course by the [Higher Education Statistics Agency](#). By encouraging more graduates to complete the survey, we can gain a clearer picture of graduate pathways, helping to inform and strengthen our student and graduate careers provision and employability initiatives in curriculum.

With this in mind, we have created the Graduate Outcomes Survey Staff Toolkit to help all staff to promote the survey to students and graduates. The toolkit provides more information about the survey as well as resources to use in lectures, student newsletters and social media platforms.

Click here to see the Toolkit: [GOS toolkit](#) | [Supporting students](#) | [StaffNet](#) | [The University of Manchester](#)



Staffing Updates

New Starters

We are delighted to welcome some new interns to the TLD team:

TPE:

Aayesha Arshad (MGT Intern)

Will Hambly (MGT Intern)

Nick Cunliffe (HE Intern)

Teaching Excellence:

Raluca-Elena Valcescu (HE Intern)

Nahid Farzalizadeh (HE Intern)





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](#).

