

# Teaching and Learning Delivery Bulletin



## January 2026

### At a glance:

#### Scheduling Updates:

- This month's bulletin features updates from the Scheduling team

#### ITL Workshops:

- The Teaching Excellence Team are hosting a variety of workshops throughout January and February. See below for further details.





# Scheduling

## Timetabling

Refresher and new user training for Enterprise Course Planner, the Syllabus+ application to allocate students to small group teaching, takes place on the following dates:

- Wednesday 14th January 2026, 14:00-15:30
- Monday 19th January 2026, 10:30-12:00
- Thursday 22nd January 2026, 14:00-15:30

These sessions are mandatory for P&C colleagues who have not previously attended training for ECP and require access to the system in order to allocate students to teaching activities for 2025/26.

You will need to pre-book: please email [timetabling@manchester.ac.uk](mailto:timetabling@manchester.ac.uk) with your username, staff number, and which session you would like to attend.

- 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](mailto:timetabling@manchester.ac.uk).

- Timetable data capture for the 2026/27 academic year is now open. Schools have until Friday 27<sup>th</sup> March 2026 to submit:
  - Timetable teaching data.
  - Course compatibility data.
  - The creation / roll forward of new or existing course units in Campus Solutions.
- The [2026 – 27 Teaching Availability Arrangement \(TAA\) Application Form](#) is now open. Academic staff can apply up until Friday 13<sup>th</sup> March.



# Teaching Excellence

## ITL Weekly Update

### 2025/26 Open Workshop Programme

Keep an eye on TALON and our [Upcoming Events page](#) as new workshops are added!

#### January Workshop Programme:

- Reframing Feedback: Student Insights, Practical Strategies, and Resources for Teaching Practice, Monday 12 January 2026, 10:00–11:30, In-person – [Book: Reframing Feedback: Student Insights, Practical Strategies, and Resources for Teaching Practice](#)
- How to Reflect, Thursday 22 January 2026, 10:00–11:00, Online – [Book: How to Reflect](#)
- Action on Reflection, Thursday 22 January 2026, 11:00–12:00, Online – [Book: Action on Reflection](#)

#### February Workshop Programme:

- SOTL Series: Introducing Scholarship, Wednesday 4 February 2026, 13:30-14:30, Online - [Book: Introducing Scholarship](#)
- SoTL Series: Monthly Scholarship Network Seminars (Teaching and Scholarship Network), Thursday 5 February 2026, 12:00–1:00, Online – [Book: SoTL Series: Monthly Scholarship Network Seminars](#)
- SOTL Series: Starting your Scholarship, Thursday 12 February 2026, 12:00-13:00, Online - [Book: Starting your Scholarship](#)
- SOTL Series: Scholarship Methods, Wednesday 18 February 2026, 13:30-14:30, Online - [Book: SOTL Series: Scholarship Methods](#)
- SoTL Series: Evaluating your Scholarship, Wednesday 25 February 2026, 1:30–2:30, Online – [Book: SoTL Series: Evaluating your Scholarship](#)
- An Overview of the Student Complaints Procedure, Wednesday 25 February 2026, 11:00–12:00, Online – [Book: An Overview of the Student Complaints Procedure](#)
- Teaching and Scholarship Network meeting with Prof Duncan Ivison, Friday 27th February 2026, 13:00-16:00, Face to Face - [Book: Network meeting with Prof Duncan Ivison](#)

## Cadmus x Manchester Workshops - January 2026

Cadmus will be delivering a series of online sessions in early 2026, open to all interested staff:

**Faculty Information Sessions:** 19-20 January (one session per faculty; times vary by faculty, see registration links)

**Practical Assessment Workshops:** 26 and 29 January, 11:00-12:00

## MFA/Exams Workshop

27 and 30 January, 11:00-12:00

To register, please use the links below. If you're unable to attend live, we encourage you to register anyway to receive the session recording.

- [Information Session \(FHUMS\)](#)
- [Information Session \(FBMH\)](#)
- [Information Session \(FSE\)](#)
- [Practical Assessment Workshop \(26 January\)](#)
- [Practical Assessment Workshop \(29 January\)](#)
- [MFA/Exams Workshop \(27 January\)](#)
- [MFA/Exams Workshop \(30 January\)](#)

## Call for Volunteers: Teaching & Learning Conference 2026

### Call for Volunteers: Teaching & Learning Conference 2026

We're looking for staff volunteers to help organise our two-day Teaching & Learning Conference, taking place on campus 8–9 July 2026.

While we're unable to offer WAM points or financial compensation, volunteers will gain valuable networking opportunities through the ITL, plus guidance on how to use this experience in promotion cases, teaching excellence submissions, or other recognition routes.

Interested? Register your interest here: [UoM T&L Conference 2026 – Organising Committee sign-up \(Fill in form\)](#)

## Call for Contributions: The AI Commons

The Institute of Teaching and Learning's new AI Commons newsletter is seeking practical insights from our community as we navigate the rapidly evolving landscape of generative AI. We're seeking 500-word contributions in three categories:

- Profiles of innovative initiatives showcasing how colleagues are experimenting with generative AI in teaching, research or administration
- Introductions to new publications and research that help us understand AI's impact on higher education
- Problem profiles that honestly explore a generative AI challenge you're grappling with to connect with other colleagues confronting similar issues

We want to hear from academic and PS colleagues working through these transformations in real time, reflecting both what's working and what isn't. If you'd like to contribute then please contact [mark.carrigan@manchester.ac.uk](mailto:mark.carrigan@manchester.ac.uk) to discuss a potential topic and type of contribution.

## GTA and TA Support Sessions

Come along to our monthly support sessions - facilitated by colleagues who work with (G)TAs across the institution, they are an opportunity to connect with fellow GTAs and TAs, share experiences, and get support in your teaching.

Sessions are informal and are shaped around what's most useful for you, so please feel free to bring with you any questions or challenges you are facing in your teaching.

You'll have the chance to:

- Build meaningful networks and join a supportive teaching community
- Reflect on your teaching experiences and enhance your practice
- Explore professional development opportunities

Next session: Tuesday, 20 January, 10pm-11am (online)

Ongoing: Monthly thereafter

Sign up via the training catalogue

## **Are you considering applying for a National Teaching Fellowship (NTF) or Collaborative Award for Teaching Excellence (CATE) in the next few years?**

### **Webinar - 28 January 2026, 10:00-11:30**

The National Teaching Fellowship Scheme (NTFS) and Collaborative Award for Teaching Excellence (CATE) are open to all AdvanceHE member Higher Education Providers (HEPs) across the four nations of the UK. Every year each institution is invited to nominate up to three individual members of staff and up to one team who can clearly demonstrate having an outstanding impact on higher education student outcomes and/or the teaching profession. The university co-delivers an online 'Pipeline Programme' for prospective NTF/CATE nominees each year. This is a unique and highly regarded collaboration between five universities and, as part of this collaboration, we are running a 90-minute online webinar where we will outline what is involved in applying for a CATE and/or NTF award, and how the Pipeline Programme is designed to support this.

During the session, we will hear from recent CATE and NTF winners about their experiences in applying and offer you the opportunity to meet other potential applicants in an informal and supportive environment.

Following the session, you will be in a better position to decide if applying for NTF/CATE is something you might pursue, and you would like to join the collaborative Pipeline Programme. If you are interested in joining the introductory session to find out more about NTF, CATE and the Pipeline Programme, please join us on:

- 28 January 2026 10:00-11:30

Add these details to your calendar and join us via Teams then:

- [Join the meeting on 28 Jan 2026, 10:00-11:30](#)
- Meeting ID: 371 503 303 664 6
- Passcode: k2729jk7

The session will NOT be recorded, so if you are unable to attend but interested in finding out more information about joining the Pipeline Programme in the near future, please make contact with the Institute of Teaching and Learning ([teaching.learning@manchester.ac.uk](mailto:teaching.learning@manchester.ac.uk)) for more information. The programme runs annually, so if you don't feel this is right for you at this time, there will be further opportunities to engage.



# 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](mailto: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](mailto:teaching-policy@manchester.ac.uk))

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