

JANUARY 2017

# TLSO Bulletin

The Bulletin of the University of Manchester's Teaching and Learning Support Office

## Inside This Issue

- 1 Staffing news
- 2 TLSO Website / policy and procedure changes
  - Collaborative webpages
  - UG and PGT Degree Regulations: Marks at resit and compensation tables
- 3 The Peer Support programme
- 4 Periodic and Institutional Reviews
- 5 Teaching Excellence Awards
- 6 Information from the QAA
- 7 Contact

## Staffing news

- **Will Carey**

Will Carey (Teaching and Learning Adviser: Student Engagement) left the TLSO in November to commence in the new role of Head of Educational Engagement and Advocacy at the University of Manchester Students' Union. We wish him all the best in his new post!

- **Sarah Kay**

Sarah joined us in December and commenced in the role of Teaching and Learning Assistant, where she is involved mainly in supporting the Peer Support strand of the office.

- **Patricia Clift Martin**

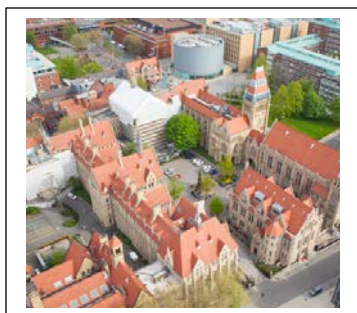
Patricia left the TLSO just before Christmas to commence her maternity leave and we are pleased to announce the safe arrival of baby Frederick in January!

- **Emma Sanders**

Emma, currently from the Humanities Teaching and Learning Office, will join the TLSO at the end of March 2017 for a two year secondment as Teaching and Learning Adviser (Attainment). She will be working with Professor Kersti Börjars on a new project looking at attainment between different groups of taught students.

- **Kelly Pickard-Smith**

Kelly, currently a Research Associate in the School of Environment, Education and Development, will join us at the end of February 2017 to take up a new role of Teaching and Learning Adviser (Innovation), supporting the Centre for Higher Education Research, Innovation and Learning (CHERIL) and its transition into the TLSO.



## TLSO Website/policy and procedure changes

- **Collaborative webpages**

The webpages relating to the quality assurance of collaborative partnerships have recently been updated. The main principles remain the same but the information is a little bit more descriptive and easier to navigate. The updated webpages are available at:

- o [Collaborative webpages](#)

- **UG and PGT Degree Regulations: Marks at resit and compensation tables**

A set of tables has been produced as an aid for staff members to determine how to record marks after resit/referral or when compensation has been awarded. The tables are available in the 'Supporting documents' section of the Degree Regulations webpage at:

- [Undergraduate and Postgraduate Taught Degree Regulations](#)

## The Peer Support programme

- **Happy New Year from Peer Support**

It may seem quiet on campus as revision and January exams are underway but along with the Peer Support student volunteers we are busy preparing for the semester ahead. Some of the new and really exciting activities we are planning include:

- Launching 'Peer Mentoring Plus', a pilot scheme in place to support current Peer Mentors in delivering some more Academic focused workshops to their first year students.
- Further developing our Semester 1 success of training 52 students in first aid and CPR as part of 'Peer-led Basic Life Support training sessions'. This next semester we hope to see over 200 more students trained with these vital skills. This is a really exciting project that Peer Support is working on in conjunction with the School of Nursing and Residential Life.



- Planning this year's Peer Support Dodgeball tournament. Following last year's great tournament we are looking forward to working with SPORT Manchester again to make it even bigger and better this year.
- The recruitment and training of Peer Support student volunteers for 2017/18. From February we will begin our training period where we hope to expand on the 2,125 volunteers we currently have trained for 2016/17.

## The Peer Support programme (continued)

Alongside all these events, our student volunteers will be busy holding their own socials, activities and workshops throughout Semester 2. To celebrate all their hard work we will be holding our annual Celebration Evening on 4th May 2017. Please save the date and email [peersupport@manchester.ac.uk](mailto:peersupport@manchester.ac.uk) if you would like to reserve a ticket for this event.



## Periodic and Institutional Reviews

This month's updated review schedule for internal programmes and collaborative provision for the next six years is available below:

- o [Periodic and institutional review schedule](#)

## Teaching Excellence Awards

Submissions are invited for the 2017 University of Manchester Teaching Excellence Awards.

The Teaching Excellence Awards focus on achievement in relation to teaching, learning and the student experience over recent years. A case should include evidence of an academically rigorous approach, coherence and evaluation of activity. The Award consists of a £5000 grant to be used by recipients to develop teaching and learning activities or to support their own career development in this area. The period of award is three years. The University makes around 6 awards annually and may also issue commendations at the discretion of the decision panel.

Both academic and related colleagues involved in the delivery of teaching or the preparation of material for teaching at undergraduate or postgraduate levels are eligible for these awards.

The awards will be decided by a panel chaired by the Vice-President (Teaching, Learning and Students) or his nominee. The panel will have representation from across the University.

## Teaching Excellence Awards (continued)

The criteria for award are:

- Individual Excellence: evidence of promoting and enhancing the student experience.
- Raising the Profile of Excellence: evidence of supporting colleagues and influencing support for student learning in (and, if appropriate, beyond) the University, through demonstrating impact and engagement beyond the nominee's immediate academic or professional role.
- Developing Excellence: the nominee's commitment to her/his ongoing professional development with regard to teaching and learning and/or learning support.

These criteria are based on the criteria used by the Higher Education Academy for the National Teaching Fellowship Scheme.

In the first instance, nominations should be sent to the listed Faculty administrative contact by the Faculty-specific date:

Faculty of Science and Engineering	Rosemary Tomkinson <a href="mailto:rosemary.tomkinson@manchester.ac.uk">rosemary.tomkinson@manchester.ac.uk</a>	Monday 27 <sup>th</sup> March 2017 (FSE provide additional support once nominees have been decided).
Faculty of Humanities	Carol Rowlinson <a href="mailto:carol.l.rowlinson@manchester.ac.uk">carol.l.rowlinson@manchester.ac.uk</a>	Thursday 27 <sup>th</sup> April 2017
Faculty of Biology, Medicine and Health	Wayne Bulbrook <a href="mailto:wayne.bulbrook@manchester.ac.uk">wayne.bulbrook@manchester.ac.uk</a>	Tuesday 25 <sup>th</sup> April 2017
University Library, Cultural Institutions, Non-Faculty Professional Support Services	<a href="mailto:teaching.excellence@manchester.ac.uk">teaching.excellence@manchester.ac.uk</a>	Friday 28 <sup>th</sup> April 2017

For further information on the operation of the Teaching Excellence Awards please visit the Teaching Excellence website: <http://www.tlso.manchester.ac.uk/teaching-and-learning/excellence/>



## Information from the Quality Assurance Agency (QAA)

- **Consultation: Office for Students: registration fees and other fees**

The Government has launched a consultation in relation to: proposals to calculate the Office for Students (OfS) registration fee; examples of where the OfS could use its power to charge other fees; and guiding principles to inform judgements about government funding to the OfS. The consultation will run until 14 March 2017. Information is available on the QAA webpage at:

- o <https://consult.education.gov.uk/he-landscape-reform/office-for-students-registration-fees/>

- **QAA Annual Conference 2017: Dimensions of Quality: 9-10 May 2017 - East Midlands Conference Centre, University of Nottingham**

QAA's Annual Conference 2017, Dimensions of Quality, will be held on 9-10 May at the University of Nottingham's East Midlands Conference Centre. Details of the programme and how to book will be available later this month. Places are free for QAA subscribers. Details are available at:

- o <http://www.qaa.ac.uk/newsroom/events/qaa-annual-confer>

## Contact

If you are aware of other staff members who would like to be added to the TLSO Bulletin mailing list to receive future editions of the Bulletin, please contact Miriam Graham (email [m.graham@manchester.ac.uk](mailto:m.graham@manchester.ac.uk)).



If you are from a Collaborative Partner and you are having difficulties accessing any of the linked documents or web pages, please also contact Miriam Graham ([m.graham@manchester.ac.uk](mailto:m.graham@manchester.ac.uk)).

The TLSO website is available at <http://www.tlso.manchester.ac.uk/>

**MANCHESTER**  
1824  
The University of Manchester

### Teaching and Learning Support Office

**Teaching and Learning Support Office**

- ▶ Advising information
- ▶ Degree regulations
- ▶ Distance learning
- ▶ eLearning
- ▶ External Examiners
- ▶ Manual of Academic Procedures (MAP)
- ▶ Policies, procedures and guidance
- ▶ Peer Support
- ▶ Quality Framework
- ▶ Student Engagement
- ▶ Teaching and learning enhancement
- ▶ Teaching & Learning Group / Teaching & Learning Management Group
- ▶ Teaching, Learning &

**Teaching and Learning Support Office**

The Teaching and Learning Support Office is part of the [Directorate for the Student Experience](#). Our primary role is to manage and facilitate the implementation of institutional strategy for excellence in teaching and learning and the Manchester student experience working with academic and administrative staff across the University. With an extensive portfolio of policy development and implementation, project support and delivery, monitoring and review work and significant student partnership activity we support the continuous enhancement of teaching, learning and the student experience.

For more details of our work, visit [About Us](#)

---

**TLSO bulletins**

The most up to date news of TLSO events, updates and information is contained in the [TLSO bulletins](#). If you wish to be added to the mailing list, please email:

- [m.graham@manchester.ac.uk](mailto:m.graham@manchester.ac.uk)

---

**Faculty Teaching and Learning Offices and Non-Faculty Teaching Centres**

The TLSO works in partnership with Faculty Teaching and Learning Offices and other teaching centres on areas such as policy development and implementation; monitoring and review of teaching and learning activity; and ensuring fair and consistent application of policies and regulations.

- [Faculty of Science and Engineering](#)
- [Faculty of Humanities](#)
- [Faculty of Biology, Medicine and Health](#)
- [University College for Interdisciplinary Learning](#)

**Peer Support**

The [Peer Support](#) programme peer programme includes the coordinat feedback and consultations and ce

**Appeals and Complaints**

We manage the University level sta and consistently in the application

Information about student Acader the [Academic Appeals, Complaints](#)

**New and Updated Policies, Pi**

Recent new or updated policies or

- [New Guidance on late submiss](#)
- [Assessment Framework docum](#)
- [Revisions to the Undergraduab](#)
- [Guide to the Taught Degree Re](#)
- [New Exam Board Toolkit for CI](#)
- [Taught Degree Regulations, Glo](#)
- [Revisions to the Guidance on E](#)
- [Teaching, Learning and Studer](#)