

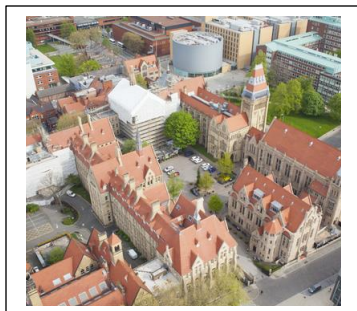
MAY 2017

TLSO Bulletin

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

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Staffing news

Ben Bone (Teaching and Learning Assistant) left TLSO at the end of April to take up a new role in the School of Medical Sciences. We wish Ben all the best in his new post.

Student Lifecycle staffing news

Dan Perry has been appointed as the new Director of Student Lifecycle Business-led Projects and will join the University in June.

Ramadan and formal exams

The University acknowledges that at times there may be some overlap between periods of religious observance/celebrations and examinations. This year, Ramadan is scheduled to run from 27 May to 25 June and, as such, part of it will take place in the summer exam period, which runs from 18 May to 7 June.

In order for staff members to advise students who may be affected by this (or any future similar overlap), staff are recommended to read the policy and associated supporting guidance and web links on the [TLSO website](#).

Given that it is known well in advance the approximate dates when Ramadan will take place, the University does not accept Ramadan as a mitigating circumstance in the context of examinations. Students who believed that Ramadan would cause them to miss an examination should have filled in [the Examination and Religious Observance Form](#) and returned it by 12 February 2017.

Notwithstanding the above, should students believe that they meet the grounds for mitigation as set out in the University's [Policy on Mitigating Circumstances](#), they can make a mitigating circumstances application to their School and the School should consider this application as it would any other.

The Equality, Diversity and Inclusion office provides information and advice on [religion and belief](#), which includes guidance entitled [Ramadan 2015 and beyond](#) which provides useful information for staff members on supporting students to healthily manage any overlap between Ramadan and exam periods.

TLSO Website/policy and procedure changes

- **Programme amendment form**

The programme amendment form has been updated slightly to include the following:

- the addition of the reference to a resource form needing to be completed for provision that is moving to DL (distance learning) mode; and
- clarification that both institutional and School Recruitment and Admissions Offices need to be consulted if prospective students are affected.

The updated form is available on the [Amendments to Taught Programmes webpage on the TLSO website](#).

- **Guidance for Continuous Monitoring**

The *Guidance for the Continuous Monitoring of the Undergraduate and Postgraduate Taught Student Experience and the Annual Review of Teaching and Learning*, and the associated Student Experience Action Plan (SEAP) template, have been updated to take into account the recommendations of the UNIAC audit of SEAPs in 2016.

The updated Guidance and SEAP template can be found on the [Continuous Monitoring web page](#).

Information from other areas of the University: Student Immigration Team

- **Updated Guidance on Interruptions for Tier 4 Students**

The Student Immigration Team has published new guidance for staff on managing interruptions/leave of absences for Tier 4 students. The guidance makes clear our obligation to inform UKVI of any interruptions of more than 60 days and the subsequent visa implications for students. Please take the time to read the [guidance on the Student Admissions and Administration intranet](#). Students in this situation or who are thinking of taking an interruption from studies can find more information and guidance on the [student microsite](#).

Information from other areas of the University: Manchester Institute of Education

- **Manchester Institute of Education: PGCERT in Higher Education for 2017/18**

The PG Cert in Higher Education is aimed at academic staff and senior PSS colleagues at the University of Manchester. Its aim is to help you think more critically about your contribution to the University, as well as to develop a better understanding of the sector-wide changes in the Higher Education landscape. The programme is coordinated through Manchester Institute of Education and delivered by colleagues from around the University.

The programme is free to University of Manchester staff. Full details and an online application form are available on the [PgCert HE website](#).

The deadline for applications is **30th June 2017**. We will let applicants know if they've been successful in July.

The Peer Support programme

The past few weeks have been a hive of activity for the Peer Support Office with some new exciting projects and some age-old traditions taking place.

- **New projects**

An example of one of the new projects that the interns have been working on recently was planning and running the first Student Consultation session focussing on the Manchester Engineering Campus Development (MECD) Project which took place on April 27th. It was a huge success with thirty-four students in attendance, all of which were from the four schools who will be primary users of the MECD space. A further 30 registered their interest for future sessions.

Students were brought up to speed with the project so far via presentations throughout the session from consultation sponsors Dr Peter Green, MECD Teaching and Learning Project Lead, and Fiona Campbell, Project Officer. The session was facilitated by Peer Support Graduate Interns Martha and Zac through a number of activities and focussed discussion questions.

The students were clearly impressed by the scale and scope of the MECD project, and were pleased to hear that plans for the space include 24hr access, state of the art facilities, and innovative cross-discipline collaboration opportunities. They also had many insightful questions about how the space would function, with some of their main priorities being the sustainability, efficiency, ease of navigation, and accessibility of the 75,000m² space.

The student consultants from this session will also be involved with further MECD work as the founding members of the student advisory board for MECD. A project like this really does highlight the enthusiasm of our students for enhancing their student experience for themselves and future cohorts.

- **Peer Support Celebration Evening**

This year's annual Peer Support Celebration Evening (our 19th) took place on 4th May at the Renaissance Manchester City Centre Hotel, where the change in venue offered a chance to embrace social media, introducing a custom Snapchat filter for the evening and inject new energy through lollipop trees on the tables, a graffiti wall of students Peer Support highlight of the year and some student-led entertainment during the food which went down a storm. The evening was great fun and a chance to reward our student and staff volunteers for all they do to enhance the student experience here at the University.



The Peer Support programme (continued)

Electrical and Electronic Engineering PASS won the annual Peer Support video competition answering the question “Why should people get involved with Peer Support in your scheme?” We had four entries this year and it was a close call with a student and staff vote. You can watch the winning entry along with the other three from Chemistry PASS, Mechanical Engineering PASS and Design, Fashion, Business PASS [here](#).

This year we were delighted and privileged to be joined by our Chancellor Lemn Sissay who gave an inspiring speech and presented the Outstanding Contribution awards to 35 individuals who had gone above and beyond in their role this academic year.

This year's winners were:

- Peer Mentor- George Whitehead, French
- PASS Leaders- Alan Chambers, Mechanical Engineering; Alice Frostick and Sarah Mundy, Mechanical Engineering; Ana Gea and Ruth Kellett, Aerospace Engineering; Baljit Mudhar and Batuhan Yildirim, Materials Science; Dylan Feore and Sarbik Banerjea, Aerospace Engineering;
- Peer Mentor Student Coordinators - Abigail Harding, Daisy Marchant, Emily Ride, Harriet Shearman, Mohammad Abdullah and Amir Salahi , Medicine Y1; Joshua Cass, German; Ki Yiu Cheung, BA Economics; Riddhi Aggarwal, Psychology; and Riddi Viswanathan, BA Economics.
- PASS Student Coordinators- Amena Girgirah, Pharmacy; Anna Urquhart, Aerospace Engineering; Autumn Rudd, Chemistry; Bruna Frydman, Jasmin Khanom and Stephanie Taylor, Mechanical Engineering; Chris Perrins, Chemistry; Humza Ansari and Kristina Stewart, Pharmacy; Jamie Casanas, Aerospace Engineering; Struan McDonough, Computer Science.
- Academic Staff Coordinators – Floriane Place-Verghnes, French, and Iain Dupere, MACE.
- Administrative Staff Coordinators - Alexandra Lawrence and Lisa Cullen, Medicine Y3-5.
- The evening climaxed with the winners of the coveted PASS and Peer Mentoring Scheme of the Year awards being presented to Mechanical Engineering PASS and Politics & International Relations Peer Mentoring.



The Celebration Evening is always the highlight of our work year; roll on next year!

Great Manchester 10k run

On the 28th May, Alana McNulty (Peer Support Graduate Intern in the TLSO) will be running the Great Manchester 10k as part of the Purple Wave. As part of this, Alana is trying to raise as much money as possible for Alzheimer's Society, a charity that is close to her heart.

To raise funds, she is running a 'Guess my time!' sweepstake and has agreed to personally bake a cake for whoever gets closest to the time in which she runs the 10k (lemon drizzle is Alana's speciality)! All donations are welcome and will be much appreciated; 100% of the donations will go to the charity.

To be in with a chance of winning the cake, email alana.mcNulty@manchester.ac.uk for more details, or if you would just like to make a donation and not be entered, visit Alana's [JustGiving page](#).

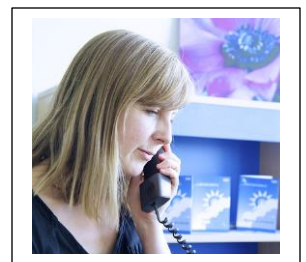
Thank you in advance!



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](#)



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).

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).