

OCTOBER 2016

# TLSO Bulletin

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

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## Staffing news

Lisa Cullen (Teaching & Learning Assistant) left TLSO in September to take on the role of Peer Support Lead Administrator in the School of Medical Sciences. Wayne Eden (Teaching & Learning Advisor) has left us to take on a new position of Student Services Manager (Student Records) in the Student Systems Office. We wish both Lisa and Wayne all the best in their new roles.

## TLSO Website/policy and procedure changes

### • Guidance on Late Submission

A new Policies and Guidance sub-group of the Teaching and Learning Group (TLG) has been considering the feedback received regarding the *Policy on the Submission of Work for Summative Assessment*. As part of this work, the Policy and Guidance Sub-Group has compiled new *Guidance on Late Submission*, to accompany the Policy.

Faculties are asked to distribute and commence using this guidance, to assist staff members in dealing with the administration of the sliding scale to penalise work submitted late (as per paragraph 4.7 of the *Policy on the Submission of Work for Summative Assessment*).

The *Guidance on Late Submission* is available on the TLSO website at:

- o [Guidance on Late Submission](#)

Please note that the Policy and Guidance sub-group is planning to review the Policy as a whole during this academic year, so the Policy and this accompanying Guidance may be subject to change from the 2017/18 academic year.

## Policy and procedure changes from elsewhere in the University

- **Humanities Study Skills website**

It has been decided that the Humanities [Study Skills Site](#) should be decommissioned this year.

Any reference to the Humanities Study Skills site within printed materials or online (e.g. programme handbooks, course unit materials, School websites etc.) should therefore be removed for the 2017/18 academic year. If appropriate, students should instead be directed to the resources available to them through My Learning Essentials, the Atrium or MyManchester.

A statement has been added to the Humanities Study Skills site to say:

*"This Study Skills site is being decommissioned and will cease to be available from 31 August 2017.*

*For Study Skills advice and support, please see [My Learning Essentials](#).*

*For general student support and advice (including Financial Advice, the Counselling Service, Careers Guidance and the International Students Office), please see [The Atrium](#).*

*For advice on University procedures and systems (such as choosing course units, using the Blackboard Virtual Learning Environment etc.), please see MyManchester (for students)."*



## Policy and procedure changes from elsewhere in the University (continued)

- **Centre for Higher Education Research, Innovation and Learning (CHERIL) dissemination conference**

Join us on Wednesday 25th Jan 2017 at our second CHERIL dissemination conference: 'Teaching and Learning in HE: are we TEF ready?'

This one-day event is to be centred on the 3 metrics to be used in TEF: retention, NSS (drawing on the learning environment), and employability. We demonstrate how 2015/16 CHERIL projects are contributing to a successful TEF outcome.

The keynote speaker is Dr Camille Kandiko Howson, Senior Lecturer in Higher Education at King's College, London. Camille leads the King's Experience Internship scheme for undergraduate students and is involved in national higher education policy research on students and the student experience, working with HEFCE/DFE/HEA on Learning Gain; with HEFCE and the HEA on student surveys, including NSS and UKES; with the QAA on student engagement and student expectations; and the Leadership Foundation on academic motivation, prestige and gender.

There will be ten talks by 2015-16 CHERIL award holders, seven of which will be a short 'Pecha Kucha' style presentation. Q & As will follow each presentation.

**Booking:** The event is free but booking is essential (by 16<sup>th</sup> January 2017)

**Eventbrite:** [Teaching and Learning in HE: are we TEF ready?](#)

**Location:** Manchester Conference Centre, Weston Building, Sackville Street, Manchester, M1 3BB

### Further information

The broad aims of CHERIL are:

- To provide University Senior Management with strategic advice on developments in teaching and learning across the sector
- To promote original, rigorous educational research into pedagogy, policy and practice in HE
- To promote inquiry into practice in HE teaching
- To serve institutional needs by helping University and Faculty teaching agenda to engage with day to day academic teaching practice.

To learn more about CHERIL please visit:

<http://www.seed.manchester.ac.uk/education/research/centres/cheril/>



## The Peer Support programme

- **Welcome and Induction**

This September over 1500 newly trained peer support volunteers were involved in organising and running extensive Welcome Week activity; to both welcome their new students, and to kick start their scheme’s activity.

The aim is to raise awareness to students of peer support but also to encourage a sense of belonging and community for students at a discipline level.

This year volunteers organised tours, scavenger hunts, lunches, quizzes and other social events to welcome new students.

Some of our highlights were from Politics and International relations peer mentoring who organised a campus based welcome reception, a course unit selection drop in event, and a pub quiz with mentees, mentors and staff.



Equally, Pharmacy and Optometry PASS collaborated in organising a cake filled coffee morning in aid of Macmillan. The cake decorated with jelly bean “pills” in the shape of glasses hinted at the start of more collaboration between the two schemes. It was great to see them working closely together, as well as hearing all the positive experiences of Peer Support.



Academic year 2016/17 has already seen some great peer support activity, which is set to continue throughout the year.

## 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](#)

## Information from the Quality Assurance Agency (QAA)

- **Plagiarism in Higher Education - Custom essay writing services: an exploration and next steps for the UK higher education sector**

Cheating through the use of custom essay writing services is a worldwide problem with no single solution for combatting this form of plagiarism, finds [a new report](#) from the QAA.

Also known as 'essay mills', the report finds that these services are rife and often blatant in their offer to students. There is no specific legislation on their activity, and limited legal precedent on challenging the sites themselves or the students that use them.

Jo Johnson, Universities Minister said: 'Plagiarism is not acceptable and, on this industrial scale, represents a clear threat to standards in our universities.'

'Individual institutions are responsible for spotting whether students are fraudulently passing off work as their own, and we expect them to have strong policies and sanctions in place to detect and deal with it.'

'Our reforms, including the new Teaching Excellence Framework, will address this problem by incentivising all institutions to focus on the quality of teaching and to drive up meaningful student engagement, but we are looking closely at the recommendations in this report to see what further steps can be taken to tackle this scourge in our system.'

- **QAA's view on the Teaching Excellence Framework**

With the Government now considering responses to its Technical Consultation on how the Teaching Excellence Framework (TEF) will operate from year 2, this [document](#) highlights the key elements of the TEF policy and proposals that the QAA believes should be carried forward.

## 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)).