

APRIL 2016

# TLSO Bulletin

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

## Inside This Issue

- 1 Staffing news
- 2 TLSO Website / policy and procedure changes
  - Policy on Marking
- 3 Periodic and Institutional Reviews
- 4 My Manchester Improvements
- 5 Unit Surveys
- 6 Promoting the best undergraduate research
  - International awards programme
- 7 Information from other areas of the University
  - Important information from the Student Immigration Team
- 8 Information from the QAA
- 9 Contact

## Staffing news

- Becky Allen, Teaching and Learning Assistant, left us this month to take on a new role at the University of Staffordshire. We wish her all the best in her future career.
- Kerry Jones, previously based in the DSE Directorate Office, has recently joined the TLSO as Teaching and Learning Adviser.

## TLSO Website/policy and procedure changes

- **Policy on Marking**

The revised Policy on Marking, issued for implementation from December 2015, has had a few grammatical updates made to it.

The document can be found at:

- [Policy on Marking](#)

## Periodic and Institutional Reviews

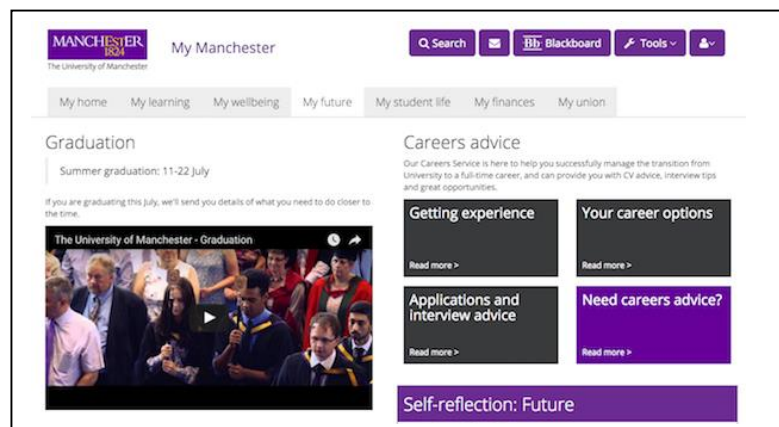
This month's updated review schedule for internal programmes and collaborative provision for the next six years is available below:

- [Periodic and institutional review schedule](#)



## My Manchester improvements

As highlighted in the October 2015 TLSO Bulletin, a network of new microsites and other revamped service sites were introduced to replace the Crucial Guide Live. (The new microsites are [Exams](#), [Explore](#), [Get Involved](#), [Go Abroad](#), [Graduation](#), [Peer Support](#), [Regulations and Policies](#), [Student Support](#), [Volunteers](#), and [Your Say for Your Uni](#).)



Following on from this development, and after 18 months of consultations and development, the new My Manchester site is due to go live on 3 May 2016. My Manchester is the online portal used by all students and accessed up to 350,000 times per day for access to systems, services and information. A £650,000 project has been underway over the past 18 months to further develop the service. The upgraded service will have a new look and feel, different navigation, and an enhanced search facility. There will also be a Resource Bank: a portlet with a database of student opportunities, as well as self-reflection tools for wellbeing and learning.

Importantly, all staff will be able to log in to the upgraded My Manchester using the link at the bottom of their own staff view of My Manchester, allowing them to see a true student view of the service for the first time.

On the launch date, students will be able to see a message announcing the launch of the new service, and information will also be available on the IT Services Twitter account. Students will also receive an email, either on the day or the following few days, welcoming them to the new My Manchester service, and explaining more about the site.

The major changes to My Manchester, and what they mean for staff, include the following:

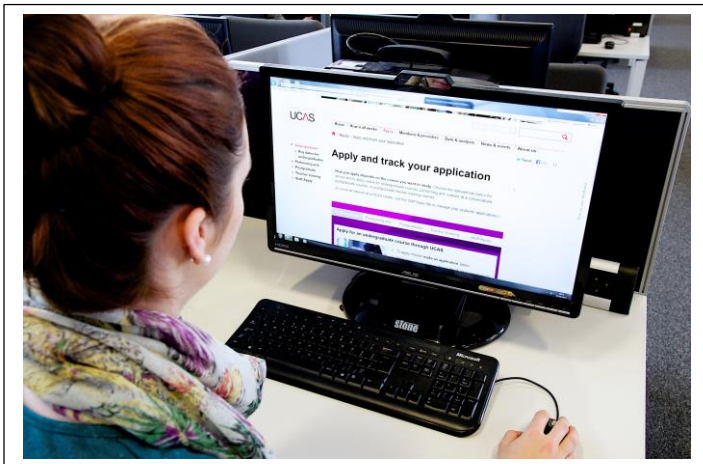
- a. **Everything starts with the Student Experience.** The upgrade can be directly linked to the needs and requirements of students, with information in preparation for the redevelopment being provided from consultation and collaboration with students. The project also resulted in a new set of Principles to be applied to any student digital services and content. Everyone who creates content for students - whether that's an email about an event or a new online service - can use these Principles and be confident that they're giving students information in a way that puts them first.
- b. **What you need, when you need it.** One of the major improvements to the whole system is the change to the navigation and structure of the site. The tabs have been updated to reflect the three main strands of student life: Learning, Wellbeing, and Future. Apps and content are now located around these and other themes, making navigation more intuitive. The most important services - the things that analytics told us students use most often - have been moved to the Home tab or made available in the header of each page, meaning students no longer have to click or scroll around to find the things they want most often.

These changes have also meant that information can more easily be targeted at specific groups of students. For example, the Graduation app on the "My Future" can be updated through the year to let students who what tasks they need to complete in order to attend.

## My Manchester improvements (continued)

- c. **Take control of your own development.** With so many services available to students, common feedback was that they didn't know how to decide what to get involved with, or they only engaged with things promoted directly to them, meaning they're not always making good decisions that help them progress towards their goals. One of the biggest pieces of work in the new My Manchester has been the creation of the Resource Bank and a set of Self-Reflection tools for Learning, Wellbeing and Future. Using the tools, students can assess their own areas of strength and weakness, and get a personalised report with specific suggested resources to improve. They can also use their self-reflection reports with their Academic Advisor, and track their progress by repeating the questionnaires regularly.

Future developments of these apps include the creation of 'Development pathways', with notifications and milestones so students can better track progress towards their goals.



For more information about the launch of the My Manchester upgrade, or the future planned developments, contact Patricia Cliff-Martin ([patricia.cliff-martin@manchester.ac.uk](mailto:patricia.cliff-martin@manchester.ac.uk))

## Unit Surveys

- **Semester 2 Surveys**

The Semester 2 online Unit Surveys opened on Monday 25<sup>th</sup> April for students to complete, and will end on 17<sup>th</sup> May.

If you have any ideas or examples of good practice in supporting the promotion of Unit Surveys, we would be pleased to hear from you. Please contact us at: [unitsurveys@manchester.ac.uk](mailto:unitsurveys@manchester.ac.uk) if you would like to share ideas.

We are continuing to encourage all colleagues involved in Unit Surveys to consider if they can enhance the way in which the results are fed back to other staff and students to encourage a continuation of this positive trend. If you would like to share your ideas of how you use the results from Unit Surveys and how students are included in the feedback of results, please let us know: [unitsurveys@manchester.ac.uk](mailto:unitsurveys@manchester.ac.uk)

If you have any queries or suggestions about Unit Surveys, please also contact us at the above email address.

# Promoting the best undergraduate research – international awards programme

## Could you raise awareness with students in your School?

The [Undergraduate Awards](#) is the world's only pan-disciplinary academic awards programme and aims to identify and encourage the best undergraduate research around the world. Students are encouraged to submit their work online to be judged by an international panel. The winners travel to Ireland for a 3 day funded Global Summit networking event (last year's event video is available [here](#)) and published in the Awards' academic journal.



Last year, students from The University of Manchester submitted almost 100 applications, from the 1000s submitted across the globe, 12 student submissions were highly commended and 6 students/immediate graduates travelled to the Awards Ceremony in Ireland. There are 25 [categories](#) and submission is done [online](#), and therefore easy for students to complete.

Please do promote this opportunity to your students and help us achieve over 100 applications this year. Final submissions must be made by May 31st.

The Awards expect a high volume of applications and so encourage students to register their interest in the first instance – this can be done [here](#).

We have a range of e-posters and other material; if you are able to display things around your buildings, please contact [william.carey@manchester.ac.uk](mailto:william.carey@manchester.ac.uk) for material relevant to your School.



## Information from other areas of the University

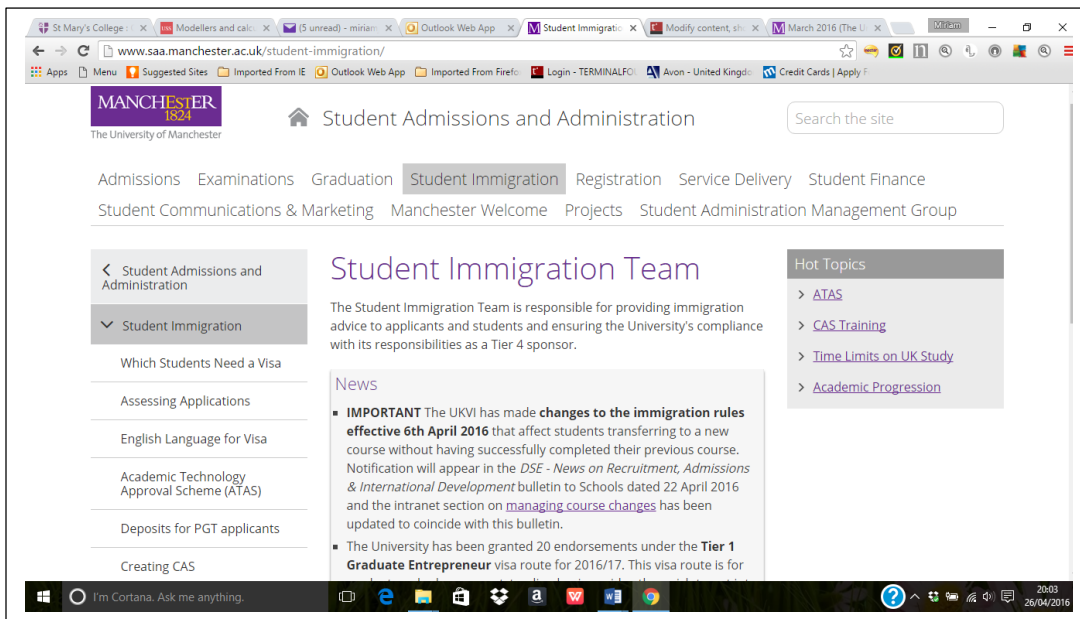
- **Important information from the Student Immigration Team: *UK Visas & Immigration Rule Changes – Academic Progression / Course Changes Action required***

On 6th April 2016 the UKVI made changes to the Immigration Rules. Following clarification from the UKVI on the rule changes, we can now confirm that the changes affect:

- students who want to move to a new course but have not successfully completed the course for which their current visa was granted. Examples of affected students include:
  - transfers from BEng or BSc to MEng; BSc to BSc with Industrial Experience; MPhil or MRes to PhD
  - students who are still awaiting results at the time that their new programme is due to start (e.g. Masters students progressing to research degrees)
- students who may or may not have completed the course for which their current visa was granted and are now seeking to study at a lower academic level. Examples of affected students include:
  - transfers from MEng to BEng or BSc; PhD to MPhil

Full details of the rule changes are available on the Student Immigration Team intranet site: <http://www.saa.manchester.ac.uk/student-immigration/>. These changes have a significant impact on when to update a student’s record with a course change, and whether they can apply in the UK or not.

Please read this page and contact the [Student Immigration Team](#) with any queries.



## Information from the Quality Assurance Agency (QAA)

- **Subject Benchmark Statement: Creative Writing**

The QAA has recently published a new Subject Benchmark Statement for Creative Writing that defines what can be expected of a graduate in the subject, in terms of what they might know, do and understand at the end of their studies. For details, please see:

- [Subject Benchmark Statement: Creative Writing](#)

- **Consultations on six draft revised Subject Benchmark Statements**

The QAA are currently inviting comments on six draft revised Subject Benchmark Statements: Paramedics; Area Studies; Agriculture, Horticulture, Forestry, Food, Nutrition and Consumer Sciences; Physics, Astronomy and Astrophysics; Art and Design; and Landscape Architecture. For details please see:

- [Consultations on draft revised Subject Benchmark Statements](#)

- **QAA Event: Evolving Student Engagement: 17 May 2016**

A one-day conference is being held at The Studio, Manchester on 17 May that will bring together staff and students from UK universities, colleges and students' unions for debate, discussion and workshops focusing on strengthening partnership and student engagement. Further details can be found at:

- [Evolving Student Engagement](#)

## 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)).

