

MARCH 2016

# TLSO Bulletin

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

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## 1. Staffing news

Elena Vergara, Project Support Intern, left us this month after working with the TLSO for a year. We wish her all the best in her future career.

## 2. TLSO Website/policy and procedure changes

- **Guidance for the Presentation of Taught Dissertations for UG and PGT Provision**

This Guidance has been updated and revised to reflect the introduction of two policies:

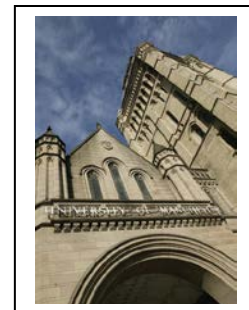
The '[Policy on Submission of Work for Summative Assessment on Taught Programmes](#)' states that: "all typed summative assessment, including dissertations, should be submitted online and subjected to plagiarism detection software, where appropriate" and that "Schools may specify instances where the use of online submission and/or plagiarism detection software is inappropriate. Details of the alternative arrangements in these specific instances must be published to students". The expectation across the University is therefore that dissertations are produced and submitted electronically, and the new version of the Guidance reflects this.

In addition, the '[Policy on Additional Costs incurred by Students on UG and PGT programmes](#)' has been introduced, leading to the decision that, should Schools require hard copy, bound dissertations to be produced, the cost of doing so should be borne by the School. This requirement has also been reflected in the new Guidance.

The updated Guidance is for immediate implementation for PGT provision but may, for UG provision only, be deferred by Faculties until September 2016 if necessary. This flexibility has been introduced because certain areas of the University might experience problems implementing the guidance for UG dissertations immediately. The guidance has been expanded to include UG provision for the first time and so it might require a significant change to current, local practice. In addition, the publication of this guidance has not come at the start of the academic year. The revised Guidance can be found at:

- o [Guidance for the Presentation of Taught Dissertations for UG and PGT Provision](#)

## TLSO Website/policy and procedure changes (continued)



### • Taught Degree Regulations

Minor revisions have been made to the Undergraduate and Postgraduate Taught Degree Regulations, and have been approved by Senate. Revisions to the UG Degree Regulations **will apply to all current and new UG students from September 2016**, and revisions to the PGT Degree Regulations will apply to **all new PGT students from September 2016**, with existing PGT students remaining on their current Regulations.

The Regulations have been updated to provide clarification to existing wording, with a small number of other main changes, as follows:

- Paragraph F29 of the *Undergraduate Degree Regulations* allows an Examination Board to agree that a student who fulfils the requirements for the award of a degree can be reassessed in some units in the final year in order to achieve higher marks required by a relevant professional, statutory or regulatory body. Following feedback from the School of Nursing, Midwifery and Social Work, an amendment has been made that, in such cases, the marks should be capped at the pass mark when determining the class of degree awarded to the student. *This amendment would apply for new and current students as from September 2016.*
- The insertion of a new paragraph (F25) in the *Postgraduate Taught Degree Regulations* to specify that a student achieving a mark of less than 30 for a dissertation should not be permitted to resubmit. Such students will be considered for an exit award as appropriate. This amendment will apply to **new students only** from September 2016. *Current PGT student will remain on the set of Degree Regulation on which they registered as this new paragraph is less beneficial to them.*
- The changing of the term 'mark review' to 'classification review' in both sets of Degree Regulations, for clarity.
- The *Guide to the Taught Degree Regulations* has been updated to provide clarification of issues, details of which are available on the website:  
<http://www.tlso.manchester.ac.uk/degree-regulations/guidetothetaughtdegreeregulations/>.

The updated versions of both sets of the Degree Regulations will be added to the Degree Regulations webpage (<http://www.tlso.manchester.ac.uk/degree-regulations/>) during the summer, in preparation for September 2016. Heads of School, Heads of School Administration, Associate Deans and Faculty PSS staff have been sent copies of the revised versions of both sets of Degree Regulations for information.

### • Teaching, Learning and Student Experience Vision

The *Teaching, Learning and Student Experience Vision* has recently been published. The document forms part of the University's *Goal 2: Outstanding Learning and Student Experience*. For full details, please see below:

- <http://www.tlso.manchester.ac.uk/teachinglearningstudentexperiencevision/>

## TLSO Website/policy and procedure changes (continued)

- **Guidance on External Examiner Procedures**

The Guidance has been updated to clarify a number of areas and reflect new practices. The main changes are that the Guidance now:

- describes the role of the External Examiner (EE) as a 'critical friend, not a marker' to emphasise that Externals must not change individual marks. It is not intended to devalue the role in any way;
- highlights that EE reports are shared with students;
- clarifies that the normal period of engagement is 4 years, and that extensions to 5 years are exceptional and must be approved by Faculty;
- reflects the legislative change that has moved EEs to casual employee status and explains the practical implications of this;
- emphasises more clearly the grounds and process for termination of engagement. This is to highlight the University's expectations of the role and ensure that instances of termination are kept to an absolute minimum;
- reflects changes to the University's 'Policy on Marking', 'Policy on Mitigating Circumstances' and 'Guidance on Examination Boards';
- clarifies communication channels to ensure that EE reports reach the correct people, and are acted upon, in a timely manner;
  - removes references to PGT dissertation assessment 'Method B'.

The updated Guidance can be found at:

- [Guidance on External Examiner Procedures](#)

- **Assessment Framework**

An updated version of the full Assessment Framework has been added to the website, to reflect various policy/guidance updates which have taken place recently. The updated PDF version of the Framework can be found at:

- [Assessment Framework](#)

- **Annual Report to Senate of Student Appeals, Student Complaints and Student Discipline Cases 2014-15**

The latest annual report to Senate providing details of student appeals, complaints and discipline cases for the last academic year, is now available on our website at:

- [Reports to Senate on Student appeals, complaints and discipline](#)

## 3. 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](#)



## 4. The Peer Support programme

- **Peer Support and the Six ways to Wellbeing**



Inspired by a workshop run by Paul Redmond for Peer Support Student and Staff Coordinators in Semester 1, Peer Support has encouraged Peer Mentoring and PASS activities to make connections to the ways of wellbeing to enhance the student experience.

This semester, the Peer Support Graduate Interns have been sharing the Wellbeing theory with our new intake of Peer Mentors in their initial training sessions, and has also planned events in order to actively implement the ideas surrounding Wellbeing. The first of these is an exciting new competition, which encourages students to 'Take Notice' of their surroundings on campus.

Students will submit a photo of areas of beauty on campus and the winning photo will be included in the final issue of the Peer Support Newsletter. On the 23<sup>rd</sup> April, we will also be holding a Dodgeball tournament, in collaboration with Sporticipate, Sport Manchester and the e-gaming society. Open to all students involved in Peer Support, this event will show Peer Mentors and PASS Leaders how fun it is to 'Be Active' at University, even if they are not involved in a sports team.

- **Recruitment for Peer Mentors and PASS Leaders**

The task of ensuring the amazing work of our PASS Leaders and Peer Mentors (approximately 1600!) continues year on year is never ending and we're pleased to say that the training and recruitment process has already started for September 2016. Peer Mentor training is due to commence very soon with sessions taking place over the next few weeks (day and evening sessions are available for students to identify the best time for them) and our 'Intro to PASS' workshops will start after the Easter break.

## The Peer Support programme (continued)

- **Peer Support Annual Celebration Awards**

Each year the Peer Support programme holds an Annual Celebration Awards event in order to reward and recognise some of the outstanding contributions made by students and staff involved in Peer Support activity. The event is always a fantastic way of celebrating the impact that both PASS and Peer Mentoring has on the student community; it is safe to say that many of our new students have been able to manage the transitions into and within University life through the targeted support that higher level students provide in our schemes!

So, the date is set, **Thursday 5<sup>th</sup> May, 18:00 at the Palace Hotel**. It is always fantastic to see a number of colleagues from across the institution in attendance and the event is a great way to feel encouraged and inspired by what partnership can achieve!

If you are interested in attending or would like further information please email [peersupport@manchester.ac.uk](mailto:peersupport@manchester.ac.uk)

## 5. Information from the Quality Assurance Agency (QAA)

- **Four revised Subject Benchmark Statements**

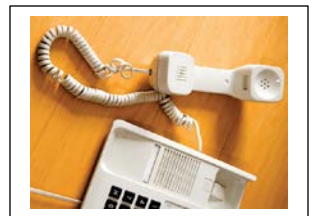
Revised Subject Benchmark Statements have now been published for Accounting, Computing, Finance, and Social Policy. Full details can be found at:

- [QAA information and guidance](#)

- **Consultation on draft Subject Benchmark Statement for Sociology**

The QAA is inviting comments on a draft Subject Benchmark Statement for Sociology. Any responses are requested to be returned to the QAA by 18<sup>th</sup> March 2016. Full details can be found at:

- [Consultation on draft Subject Benchmark Statement for Sociology](#)



## 6. 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)).