

**LTC12D041**

**Title:** *LTC Schedule of Reports 2012-13*  
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**LEARNING AND TEACHING COMMITTEE 2012-13**

**Deadlines for Receipt of Reports**

	<b>REPORT</b>	<b>SOURCE</b>	<b>LTC MEETING</b>	<b>DEADLINE FOR RECEIPT</b>	<b>COMMENTS</b>
1	Stage 1/2 Academic Appeals/Academic Complaints	LTS Managers	<b>5 December 2012</b>	<b>26 November 2012</b>	
2	Plagiarism and/or Collusion Cases	School Plagiarism Officers / LTS Managers	<b>5 December 2012</b>	<b>26 November 2012</b>	

3	Best practice with regard to feedback on examinations	Adam Longcroft	<b>5 December 2012</b>	<b>26 November 2012</b>	
4	Senate Scale for Master's levels marking/ PGT Merit award 13/14	Adam Longcroft	<b>5 December 2012</b>	<b>26 November 2012</b>	
5	NAM Algorithm for classification	Adam Longcroft	<b>5 December 2012</b>	<b>26 November 2012</b>	
6	Guidance notes for Plagiarism Officers	Adam Longcroft	<b>5 December 2012</b>	<b>26 November 2012</b>	
7	Five yearly course review process	Jon Sharp/Lynne Ward	<b>5 December 2012</b>	<b>26 November 2012</b>	
8	Mapping of relevant UK Quality Code Chapters	Jon Sharp	<b>5 December 2012</b>	<b>26 November 2012</b>	
9	Report/action plan on SES	Adam Longcroft	<b>5 December 2012</b>	<b>26 November 2012</b>	
10	Learning Enhancement Team Report, 2011/12	Jeremy Schildt	<b>30 January 2013</b>	<b>21 January 2013</b>	
11	External examiners' reports: Ug	FADs (LTQ)/Lynne Ward	<b>30 January 2013</b>	<b>21 January 2013</b>	
12	Strategies to improve student experience of assessment & feedback	Adam Longcroft	<b>30 January 2013</b>	<b>21 January 2013</b>	

13	Teaching Fellowship Reports	Adam Longcroft	<b>30 January 2013</b>	<b>21 January 2013</b>	
14	New course approvals/closure process	Adam Longcroft/Caroline Sauverin	<b>30 January 2013</b>	<b>21 January 2013</b>	
15	Programme of workshops for training staff re NAM	Adam Longcroft	<b>30 January 2013</b>	<b>21 January 2013</b>	
16	Mapping of relevant UK Quality Code chapters	Jon Sharp	<b>30 January 2013</b>	<b>21 January 2013</b>	
17	Rules for attendance monitoring/authorised absences for NAM	Caroline Sauverin	<b>30 January 2013</b>	<b>21 January 2013</b>	
18	Academic Appeals' review of 11-12	Jon Sharp	<b>30 January 2013</b>	<b>21 January 2013</b>	
19	CSED: Review of 11-12, comment on 12-13 and look forward to 13/14	Paul Levy, Head of CSED	<b>20 March 2013</b>	<b>11 March 2013</b>	
20	PgR Students' Progress: annual reports	FADs (LTQ)/PPE Managers and DPgRP	<b>20 March 2013</b>	<b>11 March 2013</b>	
21	New NAM Regs for Internal Moderation	Sara Connolly	<b>20 March 2013</b>	<b>11 March 2013</b>	
22	International Students	Jane Amos, DoS	<b>20 March 2013</b>	<b>11 March 2013</b>	

23	Examples of good practice for sharing/discussion arising from module/course monitoring, update and review	FADs (LTQ)/ LTS Managers	<b>20 March 2013</b>	<b>11 March 2013</b>	
24	New UG NAM Regs for Extenuating Circumstances	Adam Longcroft	<b>20 March 2013</b>	<b>11 March 2013</b>	
25	Draft Plagiarism Policy/Collusion Policy 13/14	Adam Longcroft	<b>20 March 2013</b>	<b>11 March 2013</b>	
26	Revised assessment feedback forms for each Faculty for use in e-marking/feedback 13/14	FAD/Caroline Sauverin	<b>20 March 2013</b>	<b>11 March 2013</b>	
27	Mapping of any relevant UK Quality Code chapters	Jon Sharp	<b>20 March 2013</b>	<b>11 March 2013</b>	
28	Demonstration of Teaching Excellence web site to LTC	Adam Longcroft/Caroline Sauverin	<b>20 March 2013</b>		
29	Completion of Questionnaire re. Operation of Student Representation and Staff:Student Liaison	Jon Sharp/Caroline Sauverin	<b>15 May 2013</b>	<b>7 May 2013</b>	

30	Students with Disabilities	Jane Abson/Linda Shepherd, DoS	<b>15 May 2013</b>	<b>7 May 2013</b>	
31	External examiners' reports: PgT	FADs (LTQ)/Lynne Ward	<b>15 May 2013</b>	<b>7 May 2013</b>	
32	Annual Report from Education Board of ISSC	Helena Gillespie, Chair of Education Board	<b>15 May 2013</b>	<b>7 May 2013</b>	
33	Changes to General Regulation 13 for NAM (authorised absences)	Adam Longcroft	<b>15 May 2013</b>	<b>7 May 2013</b>	
34	Mapping of any relevant UK Quality Code Chapters	Jon Sharp	<b>15 May 2013</b>	<b>7 May 2013</b>	
35	Proposals in relation to electronic marking/feedback on coursework	Caroline Sauverin	<b>15 May 2013</b>	<b>7 May 2013</b>	
36	Full draft regulations for NAM	Caroline Sauverin/Julia Jones	<b>26 June 2013</b>	<b>17 June 2013</b>	
37	Draft Code of Practice on Assessment	Adam Longcroft	<b>26 June 2013</b>	<b>17 June 2013</b>	
38	Draft of Teaching and Learning Strategies	Adam Longcroft	<b>26 June 2013</b>	<b>17 June 2013</b>	

39	Mapping of any relevant UK Quality Code Chapters	Jon Sharp	<b>26 June 2013</b>	<b>17 June 2013</b>	
40	Reflective report on Peer Assisted Learning following spring semester pilot	Adam Longcroft	<b>26 June 2013</b>	<b>17 June 2013</b>	
41	Report on EEC modules within NAM	Adam Longcroft	<b>26 June 2013</b>	<b>17 June 2013</b>	
42	Student retention and engagement: examples of good practice for sharing/discussion	FADs (LTQ)/Jon Sharp/Caroline Sauverin	<b>26 June 2013</b>	<b>17 June 2013</b>	
43	Student Experience Strategy	Jon Sharp	<b>26 June 2013</b>	<b>17 June 2013</b>	
44	Report on Peer Observation	FADs (LTQ)/LTS Managers	<b>26 June 2013</b>	<b>17 June 2013</b>	