

LTC Bulletin

AUGUST 2010

We are pleased to bring to you the fourth bulletin from the Learning and Teaching Committee to update and advise colleagues about the recent work of the Committee, to alert them to changes to Codes of Practice, policies, regulations etc., and to raise any issues for discussion.

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The Learning and Teaching Committee has continued to have a very full programme of work, with new and continuing projects and regular items. The “Transitions into/within Higher Education” Project, well supported by Project Officer Anne Vallins, has now come to an end. It has been a welcome opportunity to pump-prime a range of activities on different aspects of “transition” including induction, mentoring, working with prospective students and an essay competition for undergraduate and postgraduate taught students. Information about the project can be found at:

LTC 30 June, 2010 Document: LTC09D138 -

<https://intranet.uea.ac.uk/committeeoffice/ueacombeds/ltc/ltc0910/300610/dividereltc09d138>

Throughout the session there have been regular reports to the Learning and Teaching Committee and to Schools in response to individual requests on the review of assessment. The second phase of the review has commenced and will contribute in particular, to our review of examinations and course tests as well as the complex but interesting issue of what is meant by assessment and what we wish to achieve from it.

Other key activities on which progress has been made include the major review of the Common Course Structure degree regulations and revisions to the General Regulations for Students and associated Disciplinary Procedures, the principles of which have been endorsed by Senate (at its meeting on 16 June, 2010) for implementation from 2010-11 (see the Calendar, 2010-11).

A start has also been made on our review of programme monitoring and review which will report with recommendations to the Learning and Teaching Committee next session. We are also planning a review next semester of our current guidelines on the Peer Observation of Teaching, in part in response to a recommendation arising from our 2009 institutional audit.

The Committee also hosted its fourth ‘Learning and Teaching Day’ on 16 April and will be making arrangements for a fifth, to be held at about the same time of year in 2011. The venue – the Thomas Paine Study Centre – worked well and, for the first time, we had a guest speaker. These innovations were well received.

We have also made good progress on what is proving to be a complex project on the use of Process Manager to assist with new course proposals. At the time of writing, some Faculty Office/School colleagues are undertaking more testing for us prior to roll-out next semester. If you would like to see the progress to date, please visit: <https://intranet.uea.ac.uk/ltqo/taughtprogs/Progspecs/Process+Manager+Presentation>

The University also successfully opened its new Study Centre in London: UEA London including INTO UEA London. The Partnerships Office of LTQO (and many others) has been heavily involved with this project and has continued to work with Partner Colleges on IQERS.

The Committee was also able to conclude several important items of business throughout the session. These have now been approved or endorsed by Senate and have previously been publicised and promoted throughout the University.

Set out below are the main topics considered, together with key contact(s) in the event of any queries. We hope that this bulletin is useful to you as you make preparations for the new session.

HEADLINES AND HIGHLIGHTS

2 TAUGHT PROVISION

2.1 Course Closure Procedure

Introduction of a Course Closure Procedure (LTC 09 December, 2009 – Document LTC09D055 – deferred to 03 February, 2010);

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/091209>

Contact: Dr. Joanne Ashman (Tel. 3673; email: joanne.ashman@uea.ac.uk)
Claudia Gray (Tel. 3286; email: claudia.gray@uea.ac.uk)

2.2 Degree Regulations and Instructions to Examiners

- Revisions to the Instructions to Examiners for the Common Course Structure and for Integrated Masters' Programmes regarding the scaling of marks (LTC 18 March, 2010 – Document LTC09D107 refers);

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/180310>

Contact: Dr. Joanne Ashman (Tel. 3673; email: joanne.ashman@uea.ac.uk)
Claudia Gray (Tel. 3286; email: claudia.gray@uea.ac.uk)

- New Regulations for the Submission of Work for Higher Degrees (Taught Masters Dissertations). This will be incorporated into the 2010-11 Calendar. LTC 26 May, 2010 Document LTC09D144 refers:

<http://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/260510>

Contact: Dr. Joanne Ashman (Tel. 3673; email: joanne.ashman@uea.ac.uk)

2.3 Policies relating to teaching and assessment

- Policy on Co-Teaching (LTC 21 April, 2010 – Document LTC09D125). Please note that the existing guidance has been amended and its status changed to that of **policy** rather than guidance;

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/210410>

- Amended list of approved calculators (LTC 21 April, 2010 – Document LTC09D125);

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/210410>

- Amended list of approved calculators (LTC 21 April, 2010 – Document LTC09D125);

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/210410/dividerkltc09d125>

Contact: Co-Teaching: Dr. Joanne Ashman (Tel. 3673; email: joanne.ashman@uea.ac.uk) and Claudia Gray (Tel. 3286; email: claudia.gray@uea.ac.uk)
 Calculators/Stickers: Lynne Ward (Tel. 2217; email: lynne.ward@uea.ac.uk) and Paul Vazquez (Tel. 3270; email: p.vazquez@uea.ac.uk)

2.4 Guidelines relating to teaching and assessment

- Guidance for Viva Voce examinations in the Faculty of Science (LTC 03 February, 2010 – Document LTC09D086 Appendix 1);
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/030210>
- Guidelines on proof reading (LTC 18 March, 2010 confirmed by Chair's action 21 April, 2010 – Document LTC09D106 refers);
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/180310>
- Guidance Note on Assessment of Group Work (LTC 18 March, 2010 – LTC09D105);
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/180310>
- Retention of students' work: the Learning and Teaching Committee has accepted the recommendation of the Taught Programmes Policy Group that the option that Faculty Offices or Schools should retain (hard) copies of students' work was not practicable and that it would instead be good practice for student handbooks, course teams and academic advisers to **recommend** that students retain copies of their marked work (LTC 26 May, 2010 – Document LTC09D144 refers);
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/260510>

Contact: Dr. Joanne Ashman (Tel. 3673; email: joanne.ashman@uea.ac.uk)
 Claudia Gray (Tel. 3286; email: claudia.gray@uea.ac.uk)

3	POSTGRADUATE RESEARCH DEGREE PROVISION
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3.1 Code of Practice

- A reminder that all PgR students who teach should be included in any peer review of teaching and should receive appropriate mentoring and support within Schools;
- Current rules for the submission of theses will be amended to permit submission of an electronic copy in addition to hard copy (LTC 09 December, 2009 – Document LTCD09D061, also 03 February, 2010 – Document LTC09D074 Section 4). Changes to Regulations, the Code of Practice for Research Degrees, Research Degrees Policy Documents and Calendar Rules will be made in readiness for 2010-11;
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/030210>
- Reduction in the number of copies of the abstract in respect of PgR Theses reduce from five to three agreed (LTC 26 May, 2010 – Document LTC09D143 refers). A minor amendment will be made to the Rules for the Submission of Work for Higher Degrees in the Calendar;

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/260510>

- Addition to the Code of Practice Research Degree Programmes on student information and induction (currently Page 10(3)) to include an instruction that students are informed about “clear guidance and what is acceptable and not acceptable in Research conduct”, in line with the UEA guidelines on good practice in research and those of funders and other relevant professional bodies (LTC 03 February, 2010 – Document LTC09D074);
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/030210>
- Revisions to the Code of Practice for Research Degrees including an addition to key principles for research degree supervision (viz: that all students will undertake skills and employability training as specified by their Faculty, Graduate or Institute; an addition to Section 7, Supervision vii) Guidance and Feedback as follows: “and to discuss the skills and employability training courses that a student attend”; an additional section to be inserted after Section 7, Supervision to insert a new section on Skills and Employability Training (LTC 26 May, 2010 – LTC09D143);
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/260510>

Contact: Mel Steele (Tel. 3870; Email: m.steele@uea.ac.uk)

3.2 Degree Regulations, Instructions to Examiners and Examiner Report Forms (PgR)

- Examiners’ Report Form for MSc by Research has been amended with the removal of Question 5 in order to bring the report form into line with the relevant degree criteria;
- Revisions to the Doctor of Education Regulations have been agreed (LTC 26 May, 2010 – Document LTC09D143 refers). These will be updated in the 2010/11 Calendar;
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/260510>
- The regulations for the Masters by Research Degrees (covering MA, LLM, MMus and MSc by Research) will be consolidated into one set of regulations from 2010-11, given the significant amount of overlap. It is also an opportunity to remove some inconsistencies between the Regulations. These are set out in the paper which was endorsed by LTC on 30 June, 2010 – Document LTC09D142
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/260510/divider/iltc09d142+>

Contact: Mel Steele (Tel. 3870; Email: m.steele@uea.ac.uk)

3.3 Guidelines relating to Postgraduate Research Degree Provision

- Guidelines on proof reading (LTC 18 March, 2010 confirmed by Chair’s action 21 April, 2010 – Document LTC09D106 refers);
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/180310>

See also LTC 03 February, 2010 – Document LTC09D074, Note 3)

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/030210/divider/qltc09d074>

Contact: Mel Steele (Tel. 3870; Email: m.steele@uea.ac.uk)

4	GENERAL - RELATING TO ALL STUDENTS
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4.1 Academic Appeals Procedure

- Amendments have been made to the Academic Appeals as follows (LTC 09 December, 2009 – Document LTC09D056):
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc0910/091209>
 - i) a Head of School, who has supported the appeal, will be permitted to seek a concession as an appropriate remedy where referral back to the Board of Examiners would be inappropriate;
 - ii) the Head of the Academic Division, in consultation with the Director of Taught Programmes or the Director of Research Programmes, will be permitted to put in place a concessionary remedy where there is an obvious case without the need to refer to the Head of School or a Stage Two Panel;
 - iii) that all Heads of School receive mandatory academic appeals and academic complaints training.

Please note that amendments to the academic appeals procedure will be done as part of the update of the Calendar.

Contact: Dr. Joanne Ashman (Tel. 3673; email: joanne.ashman@uea.ac.uk)
Claudia Gray (Tel. 3286; email: claudia.gray@uea.ac.uk)
Mel Steele (Tel. 3870; Email: m.steele@uea.ac.uk)

4.2 Student Discipline Procedure and General Regulations

Senate, at its meeting on 16 June, 2010 endorsed the principles behind major changes to Student Discipline Regulations and accompanying General Regulations for Students. The revised regulations are now available for consultation in the Calendar 2010-11 (<https://www.uea.ac.uk/ltqo/calendar>)

The General Regulations

- have been re-ordered to cluster relevant ones together broadly in the sequence of the student “life-cycle” beginning with regulations concerned with student life (e.g. registration, breaches of regulations, health, contact address etc); student behaviour (e.g. general conduct, statements to the press, health and safety), regulations relating to academic provision (e.g. attendance, engagement and progress, professional misconduct and/or unsuitability, conduct of research, University Research, Ethics Policy, Conduct of University Assessments, Plagiarism and/or Collusion etc) and regulations relating to University property (physical/intellectual).
- have been amended as follows;
 - Regulation 13 concerns Attendance, Engagement and Progress. This has been expanded to address UK Borders Agency requirements and cross-refers to a fuller policy which sets out for Heads of Schools the

actions they may take in the light of an assessment of the 'level' of concerns about attendance, engagement and/or progress. There are three levels (1-3), the highest resulting in referral to a Senate Student Discipline Panel;

- a new Regulation 5 addresses 'Fitness for Study' and cross-refers to a new policy aimed at ensuring students' well-being and fitness to continue studies, and setting out for Head of Schools guidance on how to address concerns;
- Regulation 17 concerning University Assessments now covers course tests as well and includes a grid to assist in applying a 'level' (again, three levels according to severity) to the offence with levels 2 and 3 leading to involvement by the Chair of the Senate Student Discipline Committee or to a hearing by a Senate Student Discipline Panel;
- Regulation 19 regarding Students' Religious Beliefs and the organisation of the University has been updated in consultation with the Equality and Diversity Manager.

The Discipline Procedures

- have been updated as far as possible in "plain English" with better sign-posting to the different aspects of the procedures;
- the non-academic discipline procedure has not been altered apart from appeals: Stage 1 appeals are to be considered by the Dean of Students whilst Stage 2 appeals are to be considered by the Deputy Registrar and Secretary (i.e. no involvement by a Senate Student Discipline Panel);
- the Senate Discipline Committee is now called the Senate Student Discipline Committee with Senate Student Discipline Panels convened to hear individual cases;
- the Senate Appeals Committee is now called the Senate Student Discipline Appeals Committee with Senate Student Discipline Appeals Panels convened to hear individual cases;
- indicative penalties have been expanded with an increase in the maximum fines imposed to £500 (Discipline Officer) and £1000 (Senate Student Discipline (Appeals) Committee);
- The Chair of the Senate Student Discipline Committee has more powers to refer a case back to a School for further/other consideration and to apply a penalty in certain instances without referral to a Senate Student Discipline Panel (with provisos that a student may request a hearing).

Contact: *Claudia Gray* (Tel. 3286; email: claudia.gray@uea.ac.uk)
Alison Rhodes (Tel: 2210; email: a.rhodes@uea.ac.uk)

4.3 Residence Rule

- Residence within 50 kms rule: This rule has been retained but an adjustment has been made to reflect that some UEA students will be

based at UEA London (LTC 18 March, 2010 refers – an amendment will be included in the forthcoming update of the Calendar).

4.4 European Computer Driving Licence (ECDL)

LTC has approved a proposal that, **with effect from 2010-11, the University through its Careers Serviced, will no longer support ECDL tests for students. Please amend student handbooks where relevant.**

4.5 Careers and “Employability”

The Careers Service, working with Faculties, is preparing for publication of “Employability Statements” via the Unistats website (www.unistats.com) by 31 August, 2010. This is the first of what will be a series of HEFCE requirements concerning the public availability of a range of information for current and prospective students, their families and teachers and employers. We anticipate that other indicators – such as contact time/study hours, SSRs - will soon follow.

5	LOOKING AHEAD TO 2010-11 AND BEYOND
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5.1 Reviews

As well as continuing with our major reviews (CCS regulations; examinations and course tests; and course update and review) and our project on assessment, the Learning and Teaching Committee will work on our responses to the recommended and desirable action points arising from institutional audit (including a review of our current guidelines on the Peer Observation of Teaching next semester). Time permitting, we aim to make a start on reviews of: Integrated/Common Master’s Framework; Academic Appeals and Complaints Procedures; and Code of Practice: Placement Learning.

The Learning and Teaching Committee acknowledges that 2010-11 will be a full and challenging year for a number of reasons, including the forthcoming integration of administrative services from 01 August, 2011.

Contact: Alison Rhodes (Tel. 2210; Email: a.rhodes@uea.ac.uk)

5.2 Taught Programmes Policy Group (TPPG) and Postgraduate Research Degree Programmes Policy Group (PgrPPG)

These two Groups will participate in/or lead some of the above developments. At the time of preparing this Bulletin, both Groups are finalising their agendas for next session, so please liaise with your TPPG/PgrPPG member for details. If you have access to the relevant Blackboard sites, please consult it.

5.3 Partnerships Office

As the University seeks to attract more international students at all levels, we anticipate that the number and range of different types of Partnership will grow. The Office has published a brief guide to different styles of partnership and the role that the Partnerships Office has in them (“Guidance Tariff”). This may be consulted at:

<https://www.uea.ac.uk/polopoly-fs?1.150668!generic%20tariff%20revised%20sept%2009.doc>

A new database is being launched so that there is a single point of collection of all the relevant contracts. Information about new agreements – starting with an initial request and checklist for agreements is available at:

<https://www.uea.ac.uk/ltqo/partnershipsoffice/agreements>

6	DATES OF THE LEARNING AND TEACHING COMMITTEE MEETINGS 2010-11
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27 October, 2010
08 December, 2010
02 February, 2011
17 March, 2011 (**Thursday**)
18 May, 2011
29 June, 2011

(All meetings are on a Wednesday from **1.30 pm** in **CR2, Council House** **EXCEPT** where indicated)

Contact. *Head of Learning, Teaching and Quality Office, Alison Rhodes*
(Tel. 2210; email: a.rhodes@uea.ac.uk)

WITH GOOD WISHES FOR A SUCCESSFUL 2010-11 !