

LTC Bulletin

September 2009

We are pleased to bring to you the third 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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WEB REFERENCE - LINKED DOCUMENTS

- A.** Concessions approvals
- B.** Guidelines on the sample sizes to be sent to external examiners
- C.** Voluntary use of a new dissertation/research project supervision pro-forma for postgraduate taught students
- D.** Guidance note on co-teaching
- E.** Revised plagiarism and collusion policy
- F.** External examiner's report form

1 NOTES ON 2008-09

The Learning and Teaching Committee has continued to have a very full programme of work, with new and continuing projects, regular items and some unexpected issues. One of the most satisfying achievements of the year was the positive outcome of the institutional audit by the Quality Assurance Agency. Another highlight was the conferment of a National Teaching Fellowship on Dr Annie Grant, Dean of Students and ex-officio member of the Learning and Teaching Committee. The Committee also hosted its third 'Learning and Teaching Day' on 29 April and will be making arrangements for a fourth, to be held at about the same time of year in 2010.

The Committee was able to conclude several important items of business at its meeting on 27 May. These have now been approved or accepted by Senate (which met on 17 June) and can now be publicised and promoted to 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.

2 HEADLINES AND HIGH LIGHTS

AT A GLANCE: Summarised below are the main developments and changes being introduced from 2009 -10:

What's New:

- 2.1 **Institutional audit:** confirmation that the Quality Assurance Agency's auditors have confidence in the University's current and likely future management of academic standards and the quality of the student experience, following the institutional audit in March, 2009 (the final report will be published by the QAA towards the end of August, 2009)

Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/22%20April%202009/LTC08D078DividerB.pdf>

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

- 2.2 **UEA London:** this significant new project has the support at the highest levels and will offer INTO UEA programmes by validation and a suite of UEA programmes, commencing from January 2009 with a range of taught master's provision.

Contact: *Dr Richard Harvey, via Project Secretary, Claire Kreetzer* (Tel: 2224; email: c.kreetzer@uea.ac.uk)

- 2.3 **Review of the Common Course Structure Degree Regulations:** approval of the principle that the revised regulatory framework (due to be introduced from 2012-13) will require that all modules be passed (with the notion of limited condonation of failed module(s) to be included, the parameters for which are to be considered next session) (see also 'What's on-going' below).

Web reference:

<https://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May202009/LTC08D100Divide1.pdf>

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel: 1188; email: j.wright@uea.ac.uk) or Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk);

- 2.4 **Concessions:** approval of a range of concessions to be delegated to Faculties from 2009-10, the main area being in relation to the appointment of external examiners (taught programmes and postgraduate research). There will be update sessions as follows:

Taught Provision

- 29 September (for administrative staff only)
- 13 October (to be confirmed) (primarily for Faculty Associate Deans (LTQ and School Directors)

Research Provision

Two session to be confirmed, one primarily for Faculty Postgraduate Research Office staff, the other for Faculty Associate Deans (LTQ/PgR) and School Directors (LTQ/PgR).

Linked Document A - Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D100Divide1.pdf>

Taught Provisions

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel: 1188; email: j.wright@uea.ac.uk)) or Dr Joanne Ashman, (Tel: 3673; email: joanne.ashman@uea.ac.uk); Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk); or

Research Provisions

Director of PgR Programmes, Professor Chris Vincent via Ms. Clare Thornett (tel. 3771; Email: c.thornett@uea.ac.uk); Mel Steele, (tel: 3870; email: m.steele@uea.ac.uk) of the Learning, Teaching and Quality Office

- 2.5 **Good cause for absence from course tests:** the consideration of 'good cause' for absence from course tests to be via concession from the Director of Taught Programmes from 2009-10

Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D109DividerR.pdf>

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel: 1188; email: j.wright@uea.ac.uk) or Lynne Ward, Examinations Officer, (Tel: 2217; email: lynne.ward@uea.ac.uk)

- 2.6 **Overseas exams for assessment AND reassessment:** permission will no longer be given from 2009-10 to international students to take assessment examinations overseas as of right. Requests to take examinations in the August reassessment period where a student is unable to return to UEA for personal reasons may be considered via concessionary request to the Director of Taught Programmes

Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D109DividerR.pdf>

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel: 1188; email: j.wright@uea.ac.uk) or Lynne Ward, Examinations Officer, (Tel: 2217; email: lynne.ward@uea.ac.uk)

- 2.7 **Guidelines on the sample sizes to be sent to external examiners:** these new guidelines, to be implemented from 2009-10 will be placed on the Learning, Teaching and Quality Office website. The adoption of the guidelines will remove the need to seek such information from external examiners via their report forms (see below). Note that further guidance will be developed for the professional doctorates, ClinPsyD and EdD. **See Appendix B**

Linked Document B) - Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D109DividerR.pdf>

Taught Programmes

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel: 1188; email: j.wright@uea.ac.uk)) or Dr Joanne Ashman, (Tel: 3673; email: joanne.ashman@uea.ac.uk); Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk); or

ClinPsyD and EdD

Mel Steele, (tel: 3870; email: m.steele@uea.ac.uk) of the Learning, Teaching and Quality Office

- 2.8 **Negative marking of answers:** negative marking, (for example, in multiple-choice questions) will not be permitted from 2009-10 unless by prior approval of the relevant Faculty Associate Dean (Learning, Teaching and Quality). The Committee shares the view of the Taught Programmes Policy Group that such marking practices do not meet the principle adopted by UEA

that marks represent positive achievement. The Committee also considers it important that University oversight of the rationale for such assessment strategies would be beneficial to ensure equity of treatment.

Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D109DividerR.pdf>

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel: 1188; email: j.wright@uea.ac.uk)) **or** Dr Joanne Ashman, (Tel: 3673; email: joanne.ashman@uea.ac.uk); **or** Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk) of the Learning, Teaching and Quality Office

2.9 **Support for students taking delayed assessment/reassessment:** drawing on current best practice in a number of Schools, and in the light of issues raised via the Examinations and Course Tests Review Group, the Committee has agreed that, with immediate effect, students taking delayed assessment/reassessment following a period of intercalation should have access to the following support:

- Reasonable guidance from the Module Organiser or the student's Adviser in respect of preparations for assessment / reassessment (equivalent to the advice to which current students have access);
- Module or generic revision or examination preparation sessions (where these are provided).

Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D109DividerR.pdf>

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel: 1188; email: j.wright@uea.ac.uk)) **or** Dr Joanne Ashman, (tel: 3673; email: joanne.ashman@uea.ac.uk); **or** Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk) of the Learning, Teaching and Quality Office

2.10 **Voluntary use of a new dissertation/research project supervision pro-forma for postgraduate taught students:** the Committee has endorsed the voluntary use of a pro-forma to help students and their supervisors clarify reasonable expectations with regard to aspects of dissertation/research project supervision. The pro-forma may be used with immediate effect. The form is appended to a more detailed paper concerning postgraduate taught matters, which the Committee did not adopt in its entirety.

Linked Document C) - Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/22%20April%202009/LTC08D084DividerH.pdf>

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel. 1188; email: j.wright@uea.ac.uk)) or Dr Joanne Ashman, (tel: 3673; email: joanne.ashman@uea.ac.uk) of the Learning, Teaching and Quality Office.

- 2.11 **NAM Fitness to Practise regulations introduced:** new regulations have been endorsed by the Committee to take immediate effect. These regulations – which parallel similar regulations for the MB BS course – are a requirement of the Nursing and Midwifery Council. The Committee has agreed that the terms of reference be reviewed after one year and that a student considered by a Fitness to Practise Board should have explicit notification about sources of appropriate advice and support (e.g. Dean of Students' Office and the Union of UEA Students).

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/22%20April%202009/LTC08D082DividerF.pdf>

Contact: Acting Head of the School of Nursing and Midwifery, Dr Jill Robinson (tel: 1707; email: jill.robinson@uea.ac.uk).

- 2.12 **Teaching Enhancement and Student Success (TESS** Council for England, replacing the Teaching Quality Enhancement Fund which comes to an end this session. The Committee has earmarked the areas to be supported from the fund, including Teaching Fellowships (£40k allocated), the continuation of existing projects on 'Transitions into/within HE' and on assessment, inter alia. Further details can be found at:

Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D092DividerA.pdf>

Contact: Professor Tom Ward, Pro Vice-Chancellor (Academic) (tel: 2735; email: T.Ward@uea.ac.uk)) or Alison Rhodes (tel: 2210; email: a.rhodes@uea.ac.uk) of the Learning, Teaching and Quality Office.

- 2.13 **Guidance note on co-teaching:** the Learning and Teaching Committee has endorsed a guidance note in respect of level-specific content where undergraduate and taught postgraduate students share some teaching events. The guidance may be consulted via the Learning, Teaching and Quality Office's website.

Linked Document D) - Web reference:

<https://www.uea.ac.uk/ltqo/taughtprogs/Guidance+Note+on+Co-Teaching>

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel 1188; email: j.wright@uea.ac.uk)) or Dr Joanne Ashman, (Tel: 3673; email: joanne.ashman@uea.ac.uk); or Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk) of the Learning, Teaching and Quality Office

What's updated/amended:

- 2.14 **UEA Code of Practice: Student Representation and Staff:Student Liaison:** the requirement for Schools to hold an annual open event has been dropped, with effect from 2009-10. From 2009-10 there will be a new requirement for SSLCs to consider the outcomes of national student surveys (NSS; PTES (survey of postgraduate taught students, new from 2008-09); and PRES) and to report to the relevant School Board. In addition, the Committee has issued a strong reminder that - particularly where a School does not have a teaching committee or equivalent – the Director of Learning, Teaching and Quality must ensure that s/he liaises regularly with students' representatives.

Web reference: https://www.uea.ac.uk/polopoly_fs/1.92578!ssl_cop.pdf (to be updated)

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

- 2.15 **Revised plagiarism and collusion policy:** this revised policy, to take effect from 2009 -10, introduces a set of criteria against which the extent and seriousness of alleged offences may be tested and the level of penalty which may be applied. The Director of Taught Programmes is liaising with School Plagiarism Officers regarding the new policy.

Linked Document E) - Web reference:

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/27%20May%202009/LTC08D103DividerL.pdf>

(The revised policy will also be printed in the 2009-10 edition of the Calendar)

Contact: *Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright* (tel. 1188; email: j.wright@uea.ac.uk) **or** *Dr Joanne Ashman,* (tel: 3673; email: joanne.ashman@uea.ac.uk); **or** *Claudia Gray* (tel: 3286; email: claudia.gray@uea.ac.uk) *of the Learning, Teaching and Quality Office*

- 2.16 **Common Course Structure, Integrated Masters and Common Masters Framework regulations:** minor amendments to regulations – no major issues of principle but note that the Instructions to Examiners will state that:

'Marks shall be:

- (a) displayed in one decimal place for reporting results to Boards of Examiners;
- (b) displayed in integers for reporting module and assessment item results to Boards of Examiners.'

This change meets the concerns of some examiners regarding marking to two decimal places. Note however that the calculation of year aggregates may result in marks being shown to one decimal place.

Contact: *Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright* (tel. 1188; email: j.wright@uea.ac.uk) **or** *Dr Joanne Ashman,*

(tel: 3673; email: joanne.ashman@uea.ac.uk); or Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk) of the Learning, Teaching and Quality Office

- 2.17 **Minor revisions to the rules on the conduct of examinations:** these include the development of approved lists of a) calculators and b) dictionaries. At the time of writing, these are still being developed and will be made available via the Learning, Teaching and Quality Office website. Web reference: to be confirmed.

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel. 1188; email: j.wright@uea.ac.uk) or Lynne Ward, Examinations Officer, (tel: 2217; email: lynne.ward@uea.ac.uk).

- 2.18 **External Examiner's report form:** in the light of experience of use of the existing pro-forma for a number of years and taking into account the comments of Boards of Examiners (including external examiners) and other colleagues, the Learning and Teaching Committee has approved a revised report form, which may be used with immediate effect. The new form is downloadable from the Learning, Teaching and Quality Office website. A similarly amended form is also available for external assessors.

Linked Document F) - Web reference:

<https://www.uea.ac.uk/ltqo/exams/extexamnrs/exexrep>

Contact: Dr Joanne Ashman, (tel: 3673; email: joanne.ashman@uea.ac.uk); or Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk) of the Learning, Teaching and Quality Office

What's being finalised:

- 2.19 **Information for students:** a range of information on learning and teaching and on other aspects of the student experience is being made available via the Student Portal, to facilitate ease of access. This could be regarded as a 'central student handbook'. Consultation on the format and presentation is under way with a view to release of the information for the start of the new session.

Web reference: to be confirmed

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

What's on-going

- 2.20 **Reviews of**
1. the Common Course Structure Degree Regulations and structure of the academic year
 2. the associated review of examinations and course tests
 3. the disciplinary procedures

4. the professional misconduct and/or unsuitability procedures
5. the misconduct in research procedures

2.21 **Projects on:**

1. review of assessment (which will link to the reviews of CCS and of examinations/course tests above)
2. transitions into/within Higher Education

2.22 **Review of semester dates for 2011-12 and 2012-13:** although dates have previously been identified for the above, concerns have been voiced about the pattern of the split second semester, arising from the date on which Easter falls. In returning to this issue, the Committee is aware that the future pattern of the academic year is under scrutiny as an adjunct to the review of the CCS regulations. In addition, there are other external factors which might impact on the future structure of the academic year. Nevertheless, the Committee has invited the Policy Group to revisit the split semesters, with a view to the possible introduction of an unbroken second semester and to consider alleviation of the pressures at the end of year to mark and process assessments in time for Congregation and to notify students of arrangements for reassessment. If it is not possible to accommodate an unbroken second semester, the Committee has supported a change to the pattern of the 'split' to a 9-3 split rather than a 10-2 pattern. The Committee considers that a 9-3 split will support teaching after the break, noting that as the Assessment Period immediately follows the end of the semester, no new material should be introduced into week 12.

Consultations are under way.

Contact: Director of Taught Programmes, Professor Geoff Moore via Mrs Jackie Wright (tel. 1188; email: j.wright@uea.ac.uk) or Dr Joanne Ashman, (tel: 3673; email: joanne.ashman@uea.ac.uk); or Claudia Gray (tel: 3286; email: claudia.gray@uea.ac.uk) of the Learning, Teaching and Quality Office

2.23 **Academic and Personal Development Planning (APD):** the Committee has supported changes to the way in which APD is supported, resolving that:

- (1) the existing capability of 'Blackboard' be exploited to deliver APD, utilising a 'CV Builder'; and
- (2) the existing APD vehicle be withdrawn with immediate effect.

In reaching these decisions, members noted that take-up of APD has been relatively low since its introduction although some Schools, including DEV, ENV, LLT and NBS, have incorporated specific use of APD in course modules and NAM uses it to support professional portfolios.

The Committee also noted that the Dean of Students' Office has developed the UEA Strategy for Enhancing Student Progression and Employability (2007) and that the Careers Centre had considered whether and how the two aspects might cohere in order to deliver both APD requirements and the University's aim of increasing the proportion of its graduates entering graduate-level employment. Existing Blackboard capabilities will therefore

be utilised to enable students to record their skills acquisition and development with a tangible output in the form of a curriculum vitae. 'APD' will in future be expressed as a 'CV-builder'. This approach will link well with the aims of the Strategy of Enhancing Student Progression and Employability and, as there would be a tangible output, it is more likely to attract students. The previous link between APD and the Advisory system has been discontinued although students may still discuss such matters with their Advisers if they wish.

Careers Advisers are working with those Schools where there has been formal use of APD. Where APD has been used to compile professional portfolios, additional work will need to be done to develop bespoke systems.

<http://www.uea.ac.uk/committees/office/LTQC/LTC/2008-2009/Documents/19%20March%202009/LTC08D062DividerD.pdf>

Contact: Director of the Careers Centre, Ms Anne Benson (tel: 2485; email: a.benson@uea.ac.uk)

3 **LOOKING AHEAD TO 2009-10 AND BEYOND**

As well as continuing with our major reviews and our projects on assessment and "Transitions" into/within HE, the Learning and Teaching Committee will also commence work on our response to the recommended and desirable action points arising from institutional audit. The development of UEA London will also feature in the schedule of activities. Discussions will be held in September with Faculty Associate Deans (LTQ) and LTC Directors with the Pro Vice-Chancellor to identify other priorities.

The Learning and Teaching Committee looks forward to a full and productive year ahead!

4 **DATES OF LEARNING AND TEACHING COMMITTEE MEETINGS 2009-10**

7 October 2009	- 9.30am - CR2 (Special meeting: UEA London)
21 October 2009	- 9.30am - CR2 (Only if necessary)
28 October 2009	- 1.30pm - CR2
9 December 2009	- 1.30pm - CR2
3 February 2010	- 1.30pm - CR2
18 March 2010	- 1.30pm - CR2 (Thursday)
21 April 2010	- 1.30pm - CR2
26 May 2010	- 1.30pm - CR2
30 June 2010	- 1.30pm - Council Chamber

(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)
