School of Law Student Experience Action Plan 2013/14 UG

This action plan will be considered and updated at each Teaching and Learning Committee. Further actions will be added throughout the year as appropriate.

Action		Person Responsible	Timescale	Progress and evaluation Include dates of meetings in progress reports and details of how students are engaged in the reflection and planning process	Action Completed
	jective/Theme:				
1.	To build in improve	ments in Comn	nunication		
	Description of Activit				_
1.1	SEAP	(DTL	Sept 2013 to June 2014	Review and Update of SEAP	Ongoing
1.2	Student Charter	DSE	15 <sup>th</sup> Oct.	Review and Update of Student Charter.  That no paper publications of the Student Charter were produced centrally for 2013-2014, the Charter is available to all students on MyManchester at: <a href="http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/">http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/</a> DSE emailed students directing them to this link.	Completed
1.3	Bring forward approval date for summatively assessed coursework	EO	15 <sup>th</sup> Oct	Update on implementation.  This was a recommendation of the Periodic Review. HQ to liaise with Faculty and report back to TLC on 15 Oct.	Ongoing
		AR		AR to email students a specific date when coursework titles will be published.	
1.4	Manage student expectations during curriculum review transition	DUP	May 14	Develop communication strategy	Ongoing
Key Obj	jective/Theme:	l			
2.	To build on improve	ements with sa	tisfaction in A	ssessment and Feedback	
	Description of Activit		T		T
2.3	Legibility of feedback on exam scripts	DTL	Jan 2014	Pilot scanning of exam scripts to improve legibility for examiners as well legible feedback to students	Ongoing
2.4	Law Discipline Area: Providing feedback in a constructive manner	DUP EO/DTL	Nov 2013	Review feedback with all staff  Discussion re publishing model answers for non and assessed coursework on BB9.  HQ to review choice of either selecting top performing student and scanning essay onto BB9 or whether cds produce model answer.  To present to School Board 22 <sup>nd</sup> January	Ongoing
2.5	Markers to make themselves available for face to face feedback	AR	Nov 2013	Exam viewing sessions to be provided for all course units. Students will complete an online request form to access exam scripts and will attend a one-to-one 5 minute meeting with a marker in their office. It will run as an appointment scheme this year. Email and form to be emailed to students w/c 13 October. Outlines of Issues will be provided with the viewing as well as being accessible on BB9.	Ongoing

summative feedback on all course units to be monitored at School-level.  EO Nov 2013 That Hol to liaise with JSh who is investigating electronic feedback for exam scripts for PGT.  AR AR JULY Consider in Curriculum Review Ongoir feedback in 2 <sup>nd</sup> year LIB Improve Ongoir feedback in 2 <sup>nd</sup> year LIB Out when the programmes Ongoir issues (e.g., identity) with joint honours group students and address them Administrative Law.  ACTION/Description of Activity:  4.1 LIB Curriculum DTL/DUG Oct 2013 Complete NPP2 Ongoir Action/Description of Activity:  4.2 Review Course DTL/DUG/ 15 <sup>th</sup> Oct Incorporate into curriculum review Ongoir Action/Description of Activity:  4.3 Improve Option of Activity:  4.4 Consider in Curriculum PDL/DUG Oct 2013 Complete NPP2 Ongoir Administrative Law.  Fee Dask into costs and feasibility of class photographs.  Key Objective/Theme:  4. To maximise resources for teaching, learning and assessment  Action/Description of Activity:  4.1 LIB Curriculum DTL/DUG Oct 2013 Complete NPP2 Ongoir Review PLD Ongoir Activity:  4.2 Review course DTL/DUG/ 15 <sup>th</sup> Oct Incorporate into curriculum review Ongoir Action/Description of Activity:  4.3 Improve Discipline DTL Start Start NP	2.6 Quality of formative and	DUP	Jan 2014 June 2014	A selection of feedback provided on all coursework and exam scripts will be looked at to assess quality	Ongoing
course units to be monitored at School-level.  EO Nov 2013 That this be presented to the November HODA meeting. There must be clear description for courses, currently colleagues are asked to write at least one sentence.  EO Nov 2013 That HQ to liaise with JSh who is investigating electronic feedback for exam scripts for PGT.  AR to check Faculty provision on copying exam scripts.  Consider in Curriculum Review Consider in Curriculum Cur					
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shortly. In addition some sessions to be organised with Education.	innovative		'='		
with Education.	teaching practices		2014	CA and RT organising sessions to be publicised	
Key Objective/Theme:				with Education.	
	Key Objective/Theme:				
6 eLearning	eLearning				

Action/Description of Activity:						
6.1 Sessions on using	eLearning	25 <sup>th</sup> Sept	Further training on Grademark to be provided.	Ongoing		
BB9 more	Director					
innovatively			Setting of clear expectations on how staff can use eLearning.			
Key Objective/Theme:						
7 Student Support and A	cademic Advisir	g				
Action/Description of Activi	ty:					
7.1 Improve training	Elaine	Autumn	Invite PH to TLC for update and proposed actions	Ongoing		
of student mentors	Dewhurst	2013				
Key Objective/Theme:						
8 Employability and Posi	tive Graduate D	estinations				
Action/Description of Activi	ty:					
8.1 Run interview	DER	25 <sup>th</sup> Sept	DC and MB have organised the following:	Ongoing		
technique						
sessions for second and final			Tuesday 12 November>Presentation by former			
year students			partner of Slaughter and May and Law School alumnus, Andrew Balfour-followed by mock			
year stauchts			interviews with Andrew and Careers service staff			
			There will be another for first years in 2 <sup>nd</sup> semester			
			and probably for 2 <sup>nd</sup> years again in 2 <sup>nd</sup> semester,			
			more information to follow.			
8.2 LAC: Contact AD	DER	25 <sup>th</sup> Sept	Review and update	Ongoing		
External Relations				- 0- 0		
for long-tern						
financial support.						
Key Objective/Theme:  9 Recruitment and Admi	ssions Maukatin	on and Dublisi	a			
9 Recruitment and Admi	ssions, iviai ketii	ig and Publici	ty			
Action/Description of Activi	tv:					
9.1 Law website	HOSA/STD	25 <sup>th</sup> Sept	HOSA has reported that the Launch is end of October	Ongoing		
			and all is progressing well, but will still be work in			
			progress for a couple of months.			
			There is a presentation at School Board on			
			Wednesday 16 October 2013.			
9.2 UG and PGT	AO	April 2013	Admissions Team has latest brochures.	Complete.		
Prospectuses		/ .p 2010	HOSA reported that marketing and advertising budget	Complete:		
			is £59,600, the budget for overseas trips is£24,000.			
Key Objective/Theme:						
10 Retention						
Action/Description of Activi						
10.1 Provide a	DTL	Oct 2013	Action for new intake Sept 13	Ongoing		
single Academic			That students were not allocated to one advisor due			
Academic Advisor for			to increase in numbers and short timeframe to			
mature			allocate students			
students and						
for students			That EH and AW have organised a social event on			
who are			Wednesday 16 October			
studying from						
home.		1				

	10.2 Explore plan to	DUP	Jan 2014	Incorporate into curriculum review.	Ongoing
1	introduce a				0808
	non-QLD route			AR to liaise with Faculty re paperwork and deadlines.	
	for students				
	who fail to				
	meet QLD				
	requirements				
	but could still				
	proceed for a				
	UoM degree				
Koy C	Objective/Theme:				
	(G)TAs				
11 (	GIAS				
Action	n/Description of Activity	/:			
1	1.1 Consider	Phil Handler	Autumn	Review spread of seminar takers during the semester.	Ongoing
re	otating		2013		
а	cademic staff			That PH reiterate to CDs re integrating TAs and GTAs	
	amongst			generally (e.g. introductions at lectures) and to	
S.	seminar groups			investigate ways to challenge student perceptions of	
	o ensure all			TAs and GTAs	
	tudents receive a				
	palance of (G)TA and			That subject to software and resources, that first year	
	academic time			seminar groups are manually allocated 2014-2015.	
	Objective/Theme:			3eminal groups are manually anocated 2014-2015.	
	External Relations				
	12.1 Performance of	DER	25 <sup>th</sup> Sept	Develop evaluation criteria	Ongoing
-	collaboration	DEIX	23 Sept	Develop evaluation criteria	Oligoling
	strategy 12.2 Monitor	DER	15 <sup>th</sup> Oct	Dravide and review annual quality assurance report at	Ongoing
-		DEK	15 000	Provide and review annual quality assurance report at	Ongoing
	collaborative			TLC	
	communications				
	Objective/Theme:				
	13 Learning Outcomes	DUD	154h O-+	Duravida cabama fan muaviai	On soirs =
-	13.1 Review ILOs	DUP	15th Oct	Provide schema for provision of details of ILOs at	Ongoing
				Programme level, and of communication mechanism	
			<u> </u>	to staff, students and external examiners	
	Objective/Theme:				
	14 Degree Classification		T	1	T
:	14.1 Monitor	DTL	15th Oct	Compare classifications against equivalent institutions	Ongoing
	classification			and within the School of Law	
	inflation and				
	discipline			That JMA compile information and present to TLC.	
	variation			·	