

## Learning and Teaching Strategy, 2012-2015 action plan

A list of acronyms and abbreviations can be found at the end of the document.

<b>L&amp;T Strategy ref</b>	<b>Summary of aim</b>	<b>Action</b>	<b>By whom/when</b>	<b>Additional background information</b>	<b>Progress</b>
5. Educational & Student Policy	E&D issues- disabled students	Introduction of new Code of Practice on reasonable adjustments to teaching and examining for disabled students	Education Committee and Board of Examinations, through ESP and Student Administration, to monitor adoption and implementation of the Code over 2012-2015.	Approval in principle of the Code by General Board in Lent 2012, consultation on details of implementation, and sign-off by Education Committee Easter term 2012.	
	E&D issues - gender	Monitoring of gender performance	E&D Standing Committee through data and LTRs over 2012-15.	Report of the Gender Working Party, Easter Term 2011.	
	Encouraging interdisciplinarity	Development of online lecture listings, encouraging publication of lecture details for all provision, and review of regulations for attendance at lectures	Development of version2 of the online lecture listing system by CARET and ESP. End of Lent Term 2013.  Encouraging publication of listings and review of regulations - Education Committee End of Lent Term 2012.	Cessation of printed version of the Reporter, and introduction of online listings. Subsequent review by GBEC of expectations in respect of allowing students to attend any lectures in Lent Term 2012.	

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	Support for international students	Development of Orientation event and website	International Students Team. Easter Term 2013.	Senior Tutors'/ Graduate Tutors' Working Group report on international students reported in Easter 2011	
		Pilot extending acceptable language qualifications including tracking of entrants presenting with them	Board of Graduate Studies working group involving ESOL and representatives from the Language Centre. Easter Term 2014.	Review of language requirements by BGS Easter Term 2012.	
		Monitor take-up of in-sessional English language support, exploring any barriers to students receiving the support needed.	Board of Graduate Studies in liaison with Faculties and Departments and the Language Centre. Reporting July 2013.		

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	Review of examinations appeals and student complaints	Establishment of a group to review examination appeals and student complaints arrangements.	Education Committee – review to be completed by end of Lent Term 2013.	Reconfiguration of student policy and administration in 2011-12 to bring student complaints and appeals within the Academic Division in a single office.	
	Student expectations	Review of the Student Gateway and other web-based information.  Development of a Student Charter	ESP and Student Operations in consultation with CUSU and GU. End of Easter Term 2013.  Education Committee in consultation with CUSU and GU End of Lent Term 2013	Development of the new Student Gateway following reconfiguration of student policy and administration, placing ownership of University information for current students with ESP and Student Operations.  Report of the national working group chaired by Professor Janet Beer (Oxford Brookes) on Student Charters and subsequent QAA expectations that institutions will develop their own student charters.	
	Student Operations and Administration	Continued improvement of processes for graduate students including supervision reporting.	Development of a new supervision reporting system.  Easter Term 2013.	Review of CGSRS undertaken in Easter term 2012 to be considered by BGS in October 2012. Functional requirements and business case to be submitted to SISC in November 2012, with development and testing in Lent Term 2013.	

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	Reducing bureaucratic load associated with teaching administration	Development of online systems for managing appointment of external examiners and consideration of their reports.	ESP/Student Operations  End of Long Vacation 2013.	Integrated services project.	
6. Student support	Integration and enhancement of student support services	Review of health services management including relationship with the Colleges and city health service providers.	Council and General Board through ESP.  End Lent term 2013.	Reconfiguration of Educational and Student Policy.	
		Development of plans for a new Student Services Building.	ESP in consultation with Student operations and service providers. Planning application to be submitted by end of Easter Term 2013.	Estates Strategy and associated Capital Plan. Council discussion of development of student services.	

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	Routes for students to develop their skills and employability	Review of current provision for undergraduates/ Master's students and development	Careers Service and Education Committee working with the Senior Tutors' Committee, Faculties and	National employability agenda, and discussions by Education Committee and Senior Tutors' Committee in Lent term 2012.	

		<p>of proposals for enhanced skills and employability provision.</p> <p>Raise awareness of the language Centre's EAP and other languages for professional and personal development provision within the portfolio of student support services.</p>	<p>Departments.</p> <p>End Easter Term 2013.</p>	<p>CBI graduate skills surveys, including concerns about language and intercultural competence skills.</p> <p>Education Committee working with the Language Centre.</p>	
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7. Undergraduate provision: the Tripos system	Support the supervision system	<p>Determine how best to make explicit an expectation that UTOs will contribute to small group teaching and to Direction of Studies.</p> <p>Development of supervision norms, and good supervision practice</p>	<p>Council through the HR Committee.</p> <p>End of Lent Term 2013.</p> <p>Senior Tutors' Committee in consultation with DoS Groups and Faculties and Departments</p>	<p>Senior Tutors' report on supervision norms (2010-11) and report on supervision practice Easter Term 2012.</p>	

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			Over the course of 2012-2015		
	Clear expectations	See 5. Re Student Charter			
	Promoting effectiveness and efficiency of teaching	Use of the Teaching Innovation Fund and dissemination of information from successful projects.	TLSSG – rolling programme of grants	Establishment of TLSSG and an administered fund to support teaching innovation.	

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8. Postgraduate provision: the PhD	Supervision of research students	Review of supervision practice against the Code of Practice for research degrees; identification of good practice; setting clear expectations and training of supervisors; formalising key requirements.	Board of Graduate Studies through a Working Group.  End Easter Term 2013.  Education Committee to Review of Code of Practice/Ordinances.  End of Lent Term 2013.	Concerns raised by PRES results on supervision.	
	Funding	Fundraising	CUDO/Colleges/ Cambridge Trusts.		

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		Alignment with RC requirements	During 2012-2015.  Student Fees and Funding Office working with Colleges, Faculties and Departments.		

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	Training and Career Development.	Post-Roberts funding planning and delivery of training provision and career development.  Creation of opportunities for graduate students to gain teaching and supervising experiences.	Researcher Development Committee in consultation with students.  During 2012-15.  Senior Tutors' Committee, Faculties and Departments encouraged by Researcher Development Committee.  RDC to monitor over 2012-15.	Ending of Roberts Funding, requirements of funding bodies through the Concordat.	
9. Postgraduate provision: Masters courses	Expectations in respect of teaching and supervision on taught masters courses, including qa and examinations	Review of masters courses with a taught element in the light of PTES results, QAA code, and good practice	Education Committee to review results of initial fact-finding exercise and to consult on recommendations for change as appropriate.	Concerns expressed about the quality of some taught Master's courses, including lack of clarity of requirements and unnecessary inequities between undergraduate and Master's provision	

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		in undergraduate teaching and assessment.	Changes to be implemented by end Michaelmas Term 2013.		
	Clear expectations	See 5. Re Student Charter			

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10. Lifelong Learning and CPD	Development of CDP activities.	Development of website and exploration of potential new activities.	BEPE. During 2012-15.	Establishment of BEPE in 2010-11 and appointment of dedicated administrator and web-developer.	
	Improve and articulate support available for part-time and non-matriculated students.	Seek clarification on what support services are available for non-matriculated students.  Develop web study skills support for MSt students.	Education Committee in consultation with ICE and other providers, and with student support providers.  End Lent Term 2013.  ICE with support from the Teaching & Learning Innovation Fund.  End Lent Term 2013.	Creation of University awards for non-members  Senior Tutors'/Graduate Tutors' review of provision for part-time students Easter term 2011	
11. Communication & Engagement	Dissemination of good practice to encourage enhancement of	Assessment of current mechanisms for	TLSSG, Education Committee		



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	teaching and learning.	gathering and disseminating good practice, and development of proposals for improvements where appropriate.	End of Lent Term 2012		
	Improved engagement with the student body.	Discussion with CUSU and GU on most appropriate ways to seek student input on development of policy and operations, as governance structures evolve following changes to the remit of the Education Committee and BGS.	Education Committee through the officers of ESP and student services.  During 2012-15.	Reconfiguration of Education Committee and BGS, and development of student services.	
	Increased and improved use of management information and data.	Integration of data production and improved reporting.	Education Committee and BGS working with the officers in ESP, Student Operations, PRAO, Student Statistics, and CAO.  During 2012-15		

### Acronyms and abbreviations

<b>BGS</b>	Board of Graduate Studies
<b>CGSRS</b>	Cambridge Graduate Supervision Reporting System
<b>CARET</b>	Centre for Applied Research in Educational Technologies
<b>CPD</b>	Continuing Personal Development
<b>CUSU</b>	Cambridge University Students' Union
<b>GBEC</b>	General Board's Education Committee
<b>ECTS</b>	European Credit Transfer Scheme
<b>PRES</b>	Postgraduate Research Experience Survey
<b>PTES</b>	Postgraduate Taught Experience Survey
<b>QAA</b>	Quality Assurance Agency
<b>TLSSG</b>	Teaching and Learning Services Steering Group