This is to inform all staff involved in teaching activities in 2013/14 about issues related to teaching. Please also see the following web resources:

- Student Resources webpage [http://www.mathsstudents.leeds.ac.uk/](http://www.mathsstudents.leeds.ac.uk/)
- Teaching Info for Staff webpage at [http://www.maths.leeds.ac.uk/school/staff/teaching/](http://www.maths.leeds.ac.uk/school/staff/teaching/)

Please let Margit know if you see any outdated or wrong information.

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**CHANGES**

**Programme Changes/Additions**

- We have introduced
  - an MMath, BSc version of the Mathematics & Statistics programme,
  - Year in Industry versions of the MMath, BSc Maths and the MMath, BSc Maths & Stats programmes (making these 5 year programmes),
  - An MSc programme in Medical Statistics.

**Exams**

- Starting in 2013/14 we will change the scaling procedures for all taught Maths modules such that only exam marks are scaled. A new scaling spreadsheet (based on Oliver’s scaling sheet) has been circulated (for semester 1) and posted online. Please contact Margit with suggestions for improvements.
- TSEC decision from Jan 2013. Starting in 2013/14, for all level 0 and 1 Maths modules, students will have to pass the exam in order to pass the module. This is listed in the Module Catalogue, but lecturer should make the students aware of this as well.
- The number of previous exam papers published on the central University website will be restricted to the three most recent papers for each Maths module. Staff are asked to not publish further papers in individual module web pages.
- So far, the new procedures for exam paper submission with later deadlines have been very successful in semester 1. A big Thank You to Louise for planning, organising and copying (most of) the exam papers, and a big Thank You to all lecturers for submitting the exam papers on time. It is not clear yet whether we will be able to use the same procedures in semester 2. More to come.

**Final Year Projects**

- No changes to be introduced in 2013/14; but some staff will experiment with group supervisions.
- A “large” final year project will be compulsory for all undergraduate students who start their degree programme in 2014/15.
- TSEC decision from August 2013: We will retain MATH3000 for at least one more year (2014/15 onwards), and add a 20 credit project module in each semester in which students will be supervised in groups. In 2015/16, the School will look info adding a 30 credit year-long project.

**Teaching Enhancement Scheme (TES)**

- Will continue in the same format (with revised topics) in 13/14 – information to be circulated.
- There have been several recommendations from the groups. Two of these (also recommended by TSEC) are
  1. to encourage lecturers to give separate marks for presentation of coursework, and write a definition of what “presentation” refers to, e.g. writing in full sentences, making logical sense, connect the maths, not just doing calculations, etc.
  2. to encourage first year students to come to the board in tutorials. Lecturers should communicate to their tutors how they expect them to conduct the tutorials.
Coursework extension/exemption policy

Starting in 2013/14 coursework extensions for small pieces of coursework for level 0 and 1 Maths modules will not be granted by the Taught Student Office. Students can request an exemption (using a Coursework Extension Request Form) from the piece of coursework instead. Lecturers and tutors can still grant ad hoc extension for up to two days (depending on the publication of model solutions).

New Code of Practice for PG students engaged in teaching

- See [http://hr.leeds.ac.uk/info/64/engaging_postgraduate_students/183/postgraduate_teaching_assistance](http://hr.leeds.ac.uk/info/64/engaging_postgraduate_students/183/postgraduate_teaching_assistance)
- No major changes for the School of Maths.
- PGs who teach will have employee status.

Updates to Leeds for Life

- New layout
- New online booking system linked to Outlook
- Tutors can see students’ answers to yes/no questions

Recommendation from the Green Team (discussed with students in the Staff Student Forum)

Lecturers are asked to provide printed lecture notes for all students only if students require these to follow the lectures; i.e. if students can get the notes by copying what lecturers do in class, printed copies do not need not be provided; and lecturers are asked to adopt an opt-in policy, i.e. provide printed copies only upon request.

FURTHER INFORMATION

List of Taught Programmes, Programme Coordinators, L&T Roles, L&T Committee membership can be found at [http://www1.maths.leeds.ac.uk/school/staff/teaching/](http://www1.maths.leeds.ac.uk/school/staff/teaching/).

Timetables

- Students and staff can access their online timetable via the Portal - [http://portal.leeds.ac.uk/](http://portal.leeds.ac.uk/) (staff also directly via Web for Faculty - [https://studentservices.leeds.ac.uk/](https://studentservices.leeds.ac.uk/)).
- All teaching activities, including tutorials (level 1), workshops (level 2), and practicals are timetabled in the central University timetable, and will appear on students’ and staff’s online personal timetables.

IMPORTANT! If students need to change tutorial or workshop groups (due to timetable clashes), they need to get in touch with Louise. Students must attend the session they are allocated to and which appears in their timetable. Please direct students to the Taught Student Office with queries.

IMPORTANT! Any room bookings connected to modules need to go through Louise. Please do not contact Central Timetabling directly (It will come back to Louise anyway.)

Teaching Rooms

Please visit the lectures theatres and teaching rooms before your first teaching session to familiarise yourself with the control system and equipment. Some rooms might have been refurbished. Additionally, training can be booked before the first session by calling the Helpdesk on x35555 or e-mailing Estates at [eshelp@leeds.ac.uk](mailto:eshelp@leeds.ac.uk). Estates can also attend for the first five minutes of your session to ensure everything runs smoothly – please also book this through the Helpdesk. Also it is advisable to login to the PCs once before-hand since it can take longer to login for the first time.

Personal Tutoring

Personal tutees have been allocated to balance the load across staff. You can find a list of your personal tutees via Leeds for Life: [https://leedsforlife.leeds.ac.uk/](https://leedsforlife.leeds.ac.uk/). (Warning: Students who have graduated and started an MSc programme in a different school might still appear on these lists.)

- All taught students will be asked to meet with their personal tutor after the Sem 1 results have been published on the 7th of February 2014.

Please use Leeds for Life to record personal tutoring meetings and to direct students to opportunities available within Maths and the University. Information will be circulated at the appropriate times.
VLE

- All Maths modules must have an active VLE area. Even if you do not use the VLE for your modules, please post a permanent link on the VLE to the module webpage, make the VLE page available, and check all the VLE menu items to see whether all information is correct. Static information has rolled over from 2012/13.
- Remarks & Hints about the VLE are posted at http://www1.maths.leeds.ac.uk/school/staff/teaching/Remarks_about_Blackboard.html
- The following menu items (on the left margin within each MATH module) will be edited by Charlotte:
  - Module Information – linking to the Module Catalogue entry
  - School of Maths Student Resources – linking to the Student Resources page
  - Exam Info – containing our calculator policy, and some remarks about the role of past exam papers
- Charlotte will
  - For level 1 modules - set up groups in the VLE so that tutors can enter coursework marks directly into the Grade Centre for their tutorial group(s). In addition there will be a group for all tutors (not visible to students) for the lecturer to post information, example sheets, solutions, etc. and email tutors.
  - arrange access for all tutors and markers.
  (We expect this to be set up by the first or second week of teaching.)
- Lecturers should set up the Grade Centre with the appropriate columns for each piece of coursework, or ask Charlotte.
- Submit the latest version of your module’s reading list to the Library via the VLE Reading List Tool (http://library.leeds.ac.uk/vle-reading-lists), or Inform the Library (by email sci-eng@library.leeds.ac.uk) if there were no changes to a reading list, or Inform the Library if there was no reading list for a particular module.

Tutors & Markers

- All lecturers with a team of tutors and /or markers should meet with them at the start of the semester to discuss how the module is organised, how and when information is passed on them. Lecturers need to make very explicit what is (and is not) expected from tutors and markers, how tutorials should be conducted, and what feedback they are expected to provide to students and to the lecturer.
- Lecturers should do some spot checks of coursework marked by Postgrads new to teaching or marking. A repeated complaint from students is that feedback only consists of ticks and crosses.

Coursework Hand-in and Return

- To ensure secure hand-in of coursework and to avoid confusion, we ask all lecturers to direct students to the pigeon holes on level 8 to hand-in homework. All lecturers and tutors (including PGs) involved in teaching will have a lockable pigeon hole.
- Please use the shelves with the blue trays on level 8 for hand-outs and coursework return. Please contact Heather for help.
- Details on penalties for late coursework, extensions and exemptions can be found on the Student Resources page.

Additional Academic Help

All lecturers should post on the VLE some information on who students should contact for additional help. This should in the first instance be the student’s tutorial or workshop supervisor, then the lecturer. If the students cannot receive adequate help and support, they should contact Margit.

Attendance Monitoring will be carried out as last year:

- The Maths Taught Student Office will identify about three to six teaching activities for each module.
- Printed sign-in sheets will be placed in the lecturers’ or tutors’ pigeon holes ahead of the activities to be monitored.
- Lecturers should circulate these in the lectures, and return to the Maths Taught Student Office as soon as possible after the teaching session. Data will be entered and processed by the Maths Taught Student Office.
- Lecturers are asked not to enter any data themselves into the attendance monitoring system. Lecturers are free to take and keep additional attendance records if they wish to do so.
Students with repeated absences on their record will be asked to see Margit or Louise, or be issued a formal warning.

**NSS and Programme Survey**
National Student Survey (NSS) and Programme Survey results will soon be posted at [http://www1.maths.leeds.ac.uk/school/staff/teaching/NSS_Programme_Surveys_Action_Plans.html](http://www1.maths.leeds.ac.uk/school/staff/teaching/NSS_Programme_Surveys_Action_Plans.html)
The areas with low scores are, as in previous years, assessment and feedback, and personal development.

**Ideas for Improving your Teaching**
See [https://www1.maths.leeds.ac.uk/local/staff/teaching/Improve_your_teaching.html](https://www1.maths.leeds.ac.uk/local/staff/teaching/Improve_your_teaching.html). Suggestions for additions (to John W. or Margit) are always welcome.

**Prerequisites**
If students on Maths and Maths related programmes want to take a module for which they do not have the required pre-requisites they are asked to seek advice and consent from the lecturer. We will enforce pre-requisites for students on non-Maths programmes taking Maths modules as electives.

**Timetables for level 3 and 5M modules**
For level 3 and 5M modules, all teaching sessions (apart from practicals) have been timetabled as “lectures”. It is up to the lecturer to decide and inform students how they incorporate examples, workshop-type activities (if needed) into the sessions.

If you have any questions or concerns, please let me know.
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