This is to inform all staff involved in teaching activities in 2012/13 about issues related to teaching. Please also see the following web resources:

- Student Resources webpage http://www1.maths.leeds.ac.uk/school/students/ (redirected to new version soon), and
- Teaching Info for Staff webpage at http://www.maths.leeds.ac.uk/school/staff/teaching/

Please let Margit know if you see any outdated or wrong information.

**CHANGES**

**New Staff.** Welcome to
- Mike Evans (Lecturer in Applied Maths), Shona Yu (Temporary Lecturer in Pure Maths).

**List of Taught Programmes, Programme Coordinators and L&T Roles**
- can be found at http://www1.maths.leeds.ac.uk/school/staff/teaching/Roles_in_LT.html

**Academic Integrity Officer**
- The role of Academic Integrity Officer, looking after plagiarism issues, including the use of TurnItIn, is still to be filled.

**Programme Changes**
- The revised Year 1 BSc & MMath programme has been successful, with more students being able to progress to Year 2 than previously.
- Year 2 of the revised BSc/MMath Mathematics programme will be introduced in 2012/13.
- Year 2 of most Joint Honours Maths programmes has been revised. Please consult the Programme Catalogue for information. A number of level 2 “JH” modules have been discontinued; and level 2 modules available to students varies from programme to programme.

**August Resits for Level 3 and 5M Modules**
- The University Senate has decided that all taught students will have an August (or September) resit opportunity for failed modules starting in August 2013, including level 3 and 5M modules. The results from the School poll on giving lecturers of level 3 and 5M modules the option of conducting August resit exam via oral exams was as follows: 35 in favour of having the option, 20 in favour of only setting August resit exam papers.
- But our proposal was rejected by the Pro-VC for Student Education and the Head of the Academic Appeals and Regulations. So August resit exam papers will have to be set for all modules, and will have to be submitted for approval by the External Examiners together with the main exam paper.

**Module Reviews**
- Completed Module Reviews are now available online at http://www1.maths.leeds.ac.uk/school/staff/teaching/Module_Reviews.html

**Peer Observations**
- The School has agreed to take part in a pilot project to introduce a new Teaching Enhancement Scheme, replacing the Peer Observations carried out previously. More information will be circulated by the Teaching Enhancement Officer.

**VLE**
- LateX math code can now be used on all MATH modules on the VLE. Simply type the LateX commands enclosed by \(...\) for in-line and \[...\] for paragraph mode within the text in the content areas. The output should be displayed once you click SUBMIT. It might take a few seconds. Let Margit know if you encounter problems.
Coursework
- TSEC decision from March 2012: For all MATH modules with coursework contributing to assessment, some (not necessarily all) homework questions should be different from year to year.
- TSEC decision from July 2012: In all modules students must be given the opportunity to submit some coursework and provided with feedback. (For level 3 and 5M modules, PG markers will be assigned to modules with enrolments above 50.)

Recording of Lectures – clarification of rules
Students are allowed to record (audio and video) lectures without asking for permission, as long as they use the recording for private study purposes only. If students enquire we advise them to check with the lecturer anyway.

Referencing
All schools have been asked to inform the library about the referencing styles the students are expected to use. For Maths, these are now listed as Harvard and Numeric on the skills@library website: http://library.leeds.ac.uk/info/311/referencing/237/schools_and_their_referencing_styles/1. The Library provides support for these styles; if students are asked to use a different style, information and support needs to be provided in the module handbook.
For relevant modules, please point students to the following resource on referencing: http://library.leeds.ac.uk/skills-referencing

Leonard Rogers Room (8.22d)
The Leonard Rogers Room (8.22d) is not part of Central Teaching Space anymore, and has been designated as a student room for Maths students to meet, work, and use as a practice room for presentations, etc. It will also be used for some teaching activities, but students will be allowed to use it when it is free and can book it for study related activities.

FURTHER INFORMATION

Intro Week Activities.
- The Induction events for new incoming taught Maths students will run throughout the week of 17th of September. Thanks to all staff who are helping with the events!
- We will hold Welcome Back meetings for returning UG students by year groups on Friday 21st of September. These are announced on the Student Resources webpage, and students have been informed by e-mail.

Timetables
- Students and staff can access their online timetable via the Portal - http://portal.leeds.ac.uk/ (staff also directly via Web for Faculty - 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. Some rooms have been refurbished. It is very likely that new AV systems and lighting controls have been installed, and all users are advised to visit the rooms before teaching begins to familiarise themselves with the control system and new equipment. Additionally, training can be booked before the first session by calling the Helpdesk on x35555 or e-mailing 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 Helpdesk. Also it is advisable to login to the PCs once before-hand since it can take longer to login for the first time.

RSLT 22. We have been promised that large whiteboards will be reinstated before the start of teaching.

**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.)

- Year 1 UG students will meet with their personal tutor in teaching week 1 as a group (staff should find this meeting on their personal teaching timetable), then for individual meetings in weeks 5 or 6 and at the beginning of semester 2. The students will be asked during intro week to contact their personal tutors by email and to complete the tutorial form on Leeds for Life.
- Year 2, 3 and 4 UG students and MSc students will meet with their personal tutor individually in teaching week 2 or 3 of sem 1 and at the beginning of semester 2.

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 2011/12.
- Remarks & Hints about the VLE are posted at [http://www1.maths.leeds.ac.uk/school/staff/teaching/Remarks_about_Blackboard.html](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 is in the process of:
  - For level 1 modules - setting 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.
  - arranging 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.

**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 - Feedback**

- Student poll results on Ideas on how to improve feedback:

<table>
<thead>
<tr>
<th>Idea</th>
<th>Number of students in favour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finer marking scheme to show marks gained/lost for each question</td>
<td>28</td>
</tr>
<tr>
<td>Cover/summery sheet to point out areas that need addressing</td>
<td>24</td>
</tr>
<tr>
<td>Office hours for students to use as feedback sessions</td>
<td>7</td>
</tr>
<tr>
<td>General/summery feedback on issues students have with same question</td>
<td>1</td>
</tr>
</tbody>
</table>
Lecturers are encouraged to consider using finer marking schemes for coursework, making more explicit how many marks have been given for what. Students pay attention to marks, and this is a way of getting the points across which lecturers think are important. For MATH1010, MATH1012, MATH1025, and MATH1026 for example, homework will be marked out of a total of 10 points, with 2 of these points being given for writing and presentation, i.e. using completed sentences, punctuation, style, and presentation. The marks awarded for presentation will be indicated clearly on the student’s work.

**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 The Director of Student Education, the Head of School, 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. 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. 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.
Margit Messmer, September 2012