

NUBS (Education Team) Key Tasks and Deadlines – Semester 2 – June/July 2022

Activity	Actions and Key Guidance	Key Dates/Deadlines
Academic Governance	School Education Committee 4	8 June
Supporting Alternative Assessment Provision for study abroad students	The University's <i>Supporting Alternative Assessment Provision</i> guidelines have been approved and are available here . This is NOT a new policy document, it is a guidance document for the policy. It's been designed to guide staff in considering and preparing alternative assessments when needed on modules open to Study Abroad students.	N/A
Marking Deadlines	<p>All finalised (moderated) marks for UG and PGT should be returned to the Education Team by no later than the dates below:-</p> <p>Assignments – Friday 10 June.</p> <p>Sem 2 exams – Friday 17 June.</p> <p>The deadlines for BAF and LLL marking will be later, in line with the assessment timescales.</p>	<p>10 June</p> <p>17 June</p>
Module Moderation Boards (MMBs)	<p>Due to industrial action, MMBs will be held before the summer Exam Boards. Further information will follow.</p> <p>LWO: Tuesday 21 June 9:30 – 12:00 MOS: Tuesday 21 June 14:00 – 16:30 ECO: Wednesday 22 June 9:30 – 12:00 A&F: Wednesday 22 June 14:00 – 16:30</p> <p>The MMB for BAF will be scheduled later, in line with BAF Board of Examiners timings.</p>	21/22 June
Moderation and Scaling policy	The NUBS Moderation and Scaling policy is available on the Canvas Academic Policies and Procedures Community.	N/A
Exam Boards	Exam Boards, including Pre Boards will take place from 23 June to 4 July. The deadline for release of final year marks is 5 July. All Exam Board meeting links have been circulated. Please contact the	w/c 20 June and 27 June

	<p>relevant PS Education Administrator with any queries.</p> <p>Deadline to release all non-final year module results/decisions and progress decisions in NESS is 7 July. However, the school will likely release these at the same time as the Final year results.</p> <p>The BAF Exam Board will be 7 July. The year 1 LLL Progression Board will be 12 July.</p>	
Postgraduate Taught Experience Survey (PTES)	<p>The Postgraduate Taught Experience Survey (PTES) is open and will until Friday 17 June 2022. Promotion within the School is ongoing. Students who have completed the survey may collect a £5 Eat@Newcastle voucher from the student hub (5.09). Further information is available on the LTDS website.</p>	18 April – 17 June
Assurance of Learning (AoL)	<p>Curriculum Maps for 2022-23 were reviewed by AoL Sub-Committee May. Comments will be fed back to DPDs.</p> <p>The Education Team will calculate and circulate Global Awareness measurements for 2021-22 to UG Module Leaders, following the June Exam Boards.</p>	July/August
Student Evaluation of Teaching (Stage Evaluation) Survey - Semester 2	<p>The survey will be opened after the exam period and will run from Monday 13 June to Friday 1 July 2022.</p> <p>DPDs - please encourage your students to submit their feedback.</p>	Monday 13 June - Friday 1 July 2022
Congregations	<p>The Summer Congregations for NUBS programmes will take place on Wednesday have been scheduled to take place on the 20 and Thursday 21 July in King's Hall, Armstrong Building, a full schedule is now available on the website - Summer 2022 Congregation Schedule.</p> <p><u>We would like to invite all colleagues from the School to be part of the congregation ceremonies and to take this opportunity to celebrate the achievements of this cohort.</u></p> <p>Staff should register on-line to be part of the Academic Procession - Academic Procession form Summer 2022. Applications should be received no later than Friday 10th June.</p>	<p>20/21 July</p> <p>10 June</p>

Induction	<p>The Education Team and DoE team are planning our 2022/23 Induction. This includes preparing schedules, updating programme handbooks and planning induction countdown emails. Information on initial draft schedules will be circulated to DPDs in June.</p> <p>Programme handbooks will be circulated to DPDs for review and comment by 10 June and should be returned to the PS Education Team by 8 July.</p>	<p>Ongoing</p> <p>8 July</p>
PhD students	<p>The deadline for APRs (September starters) was 10 May. Students have been sent information about the process for submission.</p> <p>Students who began their studies in January 2022, should now have submitted their Project Approval, unless they were granted an extension. Their APR is not due until September.</p> <p>For students who submitted their APR on 10 May, supervisors should now be adding their report commenting upon their student's submission and progress. Year 1 students should also be arranging their presentation to their panel members.</p>	<p>10 May</p> <p>September</p>
Module Review Reports	<p>As part of the continuous improvement cycle, Module Leaders will be asked to complete Module Review Reports for Semester 1 and 2 modules after the end of Semester 2 teaching. These will help DPDs to carry out their Annual Monitoring and Review later in the year, and assist with meeting some of the strategic objectives of the School.</p> <p>The link will be circulated in late June, after Module Moderation Boards, to complete by end July.</p>	June/ July
Student Mobility- Placements and Study Abroad	<p>The Student Experience Team are here to support students who are interested in work or study abroad placements. Please direct any students with queries about work placements to nubs.placementandstudyabroad@ncl.ac.uk.</p>	Ongoing

	<p>The deadline for students to notify us of work placements for 2022-23 are 27 May (international work placements) and 29 July (UK work placements). This is to allow time for us to work through the approval process. If you know of a student looking for a placement, please ask the student to contact us at nubs.placementandstudyabroad@ncl.ac.uk</p> <p>Study Abroad applications for stage 2 students closed at the start of February. Students have been notified and we are about to start the pre-departure process.</p>	
Student Wellbeing	<p>War in Ukraine: The University Wellbeing Service continue to reach out to those students and colleagues directly affected to offer practical and wellbeing support at this worrying time. More information about the support available - including the financial support for students - is available on NU Connect.</p> <p>Information about student wellbeing resources can be found on the Staff blog - we post a new Wellbeing Wednesday update each week during term time with useful signposting information.</p> <p>NUBS continue to offer drop in slots for students who might need to speak to someone about a current issue they are facing but who might not need regular counselling. It might be that they are missing home or finding the news overwhelming that week. Details on how to book a slot can be found in the Wellbeing Wednesday updates. Please note that students do not need medical evidence to book a drop in slot.</p> <p>Report and Support: We are committed to providing a positive experience for our students and colleagues and believe that abusive behaviours are never acceptable. Our online Report and Support tool enables anyone to report concerns anonymously, make a formal complaint and/ or receive support. You can read more at https://reportandsupport.ncl.ac.uk/.</p>	Ongoing

Professional, Statutory and Regulatory Bodies (PSRBs)	Programme level accreditations and exemptions coming up for review/renewal:	
	<p>Chartered Banker Institute (CBI) - MSc Finance, MSc Banking & Finance, MSc QFARM – The DPD is working with CBI to renew the existing contract for the next 3 years.</p> <p>Chartered Institute of Logistics and Transport in the UK (CILT) and Chartered Institute of Procurement and Supply (CIPS) – following Board of Studies approval of major changes to MSc Operations, Logistics and Supply Chain Management, the DPD has submitted reaccreditation documentation to CILT and CIPS and is awaiting their response.</p>	<p>Ongoing</p> <p>Ongoing</p>