

Course Leaders' Wall Planner

	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES			
JANUARY	NSS Opens 27 Jan (to April) SSQR submitted to University Jan induction (if relevant) DLHE (Destinations of Leavers from Higher Education) telephone campaign commences (data collection process) ● NTSU Executive Elections—nominations open(20.01) ▲		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FEBRUARY	External Examiner Induction SPUR—Project teams select students (through to April) NTSU Executive Elections—nominations close (14.02) ▲		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
MARCH	Course Committee External Examiner Induction Evasys for full year modules DLHE data collection process ends Global Week (03.03-07.03)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APRIL	Checking KIS data (and May) Evasys for half year modules Annual Learning and Teaching Conference (ALTC) SPUR—Project supervisors and students agree project plans, start and end dates for projects NTSU Outstanding teaching award nominations open (24.4) ● NSS ends 30 April Take 5 Campaign commences ●		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
MAY	Examinations 12.05.14–06.06.14 Course Committee NTSU Outstanding teaching award nominations closes (08.05) ● NTSU Outstanding teaching award finalists announced(15.05) ● Evasys course evaluations Planning for Boards of Examiners Take 5 Campaign ends ● Course leaders conference (TBC)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JUNE	External Examiner visits Exam Boards PG Prospectus information should go from Schools to Marketing NTSU Outstanding teaching award ceremony(05.06) ●		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
JULY	CSQR (SASQC sets, anytime July to October) Exam Boards MAW plans of work finalised Revise course handbook Prepare/review course information for induction website Liaise with module leaders to finalise assessment arrangements Prepare and submit assessment and feedback plans		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUGUST	Finalise student acceptances, organise course clearing Prepare and validate HESA submission (through to September) Final submission of KIS data NSS Survey results		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SEPTEMBER	Referral Boards Oversee & run induction First 2 weeks Oversee election of student reps Timetabling complete Consideration of CSQRs in SASQC Check revisions in Quality Handbook Liaise with module leaders to finalise assessment arrangements Prepare and submit assessment and feedback plans Ensure that incoming new students are sent information about Course Tutorials, including name and contact info for their tutor and, where possible, the names of the students in their tutor group		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
OCTOBER	Course Leaders' Conference—date TBC UG Prospectus information due from Schools to Marketing Timetabling complete; consideration of CSQRs in SASQC Liaise with module leaders to finalise assessment arrangements National Teaching Fellowship call for nominations opens SPUR 2014/15 Call for applications open Consider nominations, where appropriate, for External Examiners for next academic year Collaborative Partnerships Conference (date TBC) Vice-Chancellor's Teaching Award nominations open		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NOVEMBER	Course committee Evasys for half year modules ALTC 2015—Call for papers opens SPUR 2014/15 Call for applications open		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
DECEMBER	Elearning 2014/15 Event SPUR 2014/15 Call for applications open		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

ACORN—Academic Orientation at NTU... ALTC—Annual Learning and Teaching Conference... ASQC—Academic Standards and Quality Committee... BCU—British Conference of Undergraduate Research... EEAP—External Examiners Appointments Panel... HEAPR—Higher Education Academy Professional Recognition... NAPA—Nottingham (Trent University) Academic Practice Award... SPUR—Scholarship Projects for Undergraduate Researchers

NTU Term dates
Calendar year 2014
Term 2 starts
Monday 6 January
End of Academic year
Friday 6 June
Term 1 starts
Monday 29 September
Term 1 ends
Friday 5 December



NTSU Executive officers and contact details
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NTU Distinguished Lecture Series
Tuesday 11 March
Sir Mark Walport FRS FMedSci
Big Data: big opportunities, big brother or big trouble?
Tuesday 25 March
Baroness Sue Campbell CBE
Creating a winning culture
www.ntu.ac.uk/news_events/events/distinguished_lectures/

Professional Development Awards—Key dates
Post Graduate Certificate in Higher Education
January 2014 Cohort
Module 1
Session 1. Wednesday 15 January
Module 2
Session 1 Wednesday 23 April
NTU Academic Practice Award (NAPA)
Cohort 1
30.10.13–19.03.14
Cohort 2
05.12.13-22.05.14
Cohort 3
24.02.14– 14.07.14

SPUR (Scholarship Projects for Undergraduate Researchers)
Looking for some research assistance? Want to invigorate your curriculum? Contact helen.puntha@ntu.ac.uk

Student Mentors
Applications for 2014/14
Applications open:
Monday 3 March
Applications close:
Friday 14 March

Vice-Chancellor's Teaching Award 2014
Nominations open October 2014

NOW
NTU ONLINE WORKSPACE

2014 Annual Learning and Teaching Conference
"Teaching Differently"
Tuesday 1 April, City site
www.ntu.ac.uk/adq/events/altc/index.html

Quality Handbook
Revised Sept 2013... Streamlined into four parts...
Comprehensively indexed... New QH Supplements...
Fully articulates with the QAA Quality Code...
www.ntu.ac.uk/adq/quality_handbook/index.html

WHAT DO YOU THINK?
This is the first year that we have produced a Wall Planner for Course Leaders and we would welcome your feedback. Have you found it useful? Was it missing something? Contact: wendy.oneill@ntu.ac.uk

CADQ Elearning team
Putting technology into practice

For support with:

- Identifying needs and opportunities
- Development projects
- Making the best use of NOW
- Curriculum enhancement
- Elearning in Practice sessions in Schools

Contact the CADQ Elearning Team: elearning@ntu.ac.uk

Green Academy – Food for Thought

Looking to embed the Graduate Attribute of Sustainability? There is a flexible online course open to staff and students (27th Jan deadline for assessment). Also curriculum consultancy work and student cooking classes.
Contact: food4thought@ntu.ac.uk

NTU Centre for Professional Learning and Development (CPLD)
Professional Development (relevant for Course Leaders)

CPLD deliver and develop a range of resources, events and tools to help you to:

Review practice; identify professional development priorities; find appropriate development activities to address those priorities.

Other Opportunities include
HEA Professional Recognition... Learning and Teaching Programmes...
New NTU Awards and Titles for Teaching and Supporting Learning in HE... PDCR, Leadership and Management... Developing your Digital Practice in Teaching and Supporting Learning

For further information visit www.ntu.ac.uk/cpld or email CPLDenquiries@ntu.ac.uk

Take 5 Exam stress campaign
Look out for events taking place in term 3
www.ntu.ac.uk/take5