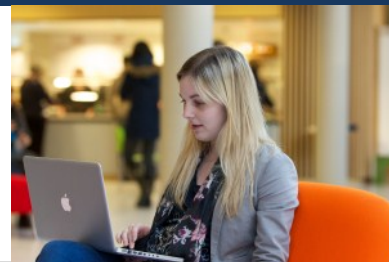










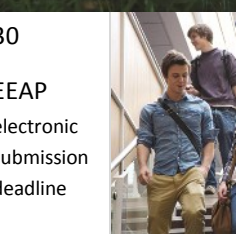







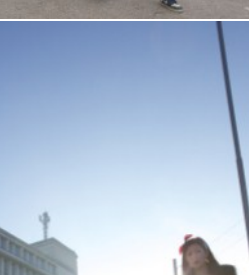




Course Leaders' Wall Planner

	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	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) ▲																																					
FEBRUARY	External Examiner Induction SPUR—Project teams select students (through to April) NTSU Executive Elections—nominations close (14.02) ▲																																					
MARCH	Course Committee External Examiner Induction Evasys for full year modules DLHE data collection process ends Global Week (03.03-07.03)																																					
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 ●																																					
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)																																					
JUNE	External Examiner visits Exam Boards PG Prospectus information should go from Schools to Marketing NTSU Outstanding teaching award ceremony(05.06) ●																																					
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																																					
AUGUST	Finalise student acceptances, organise course clearing Prepare and validate HESA submission (through to September) Final submission of KIS data NSS Survey results																																					
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 Course Leaders' Conference—date TBC																																					
OCTOBER	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																																					
NOVEMBER	Course committee Evasys for half year modules ALTC 2015—Call for papers opens SPUR 2014/15 Call for applications open																																					
DECEMBER	Elearning 2014/15 Event SPUR 2014/15 Call for applications open																																					

ACORN—Academic Orientation at NTU.... ALTC—Annual Learning and Teaching Conference... ASQC—Academic Standards and Quality Committee... BCUR—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

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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

President
Jo Southwell-Sander
President@su.ntu.ac.uk
0115 848 2917
@NTSU_President

VP Services & Communications
Marcus "Patches" Boswell
VPServices@su.ntu.ac.uk
0115 848 2913
@NTSUvpSERVICES

VP Welfare & Community
Katie Wright
VPWelfare@su.ntu.ac.uk
0115 848 2914
@NTSUvpWELFARE

VP Sports
Paddy Atkinson
VPSport@su.ntu.ac.uk
0115 848 2918
@NTSUvpSPORTS

VP Education & Representation
Libby Farrier-Williams
VPEducation@su.ntu.ac.uk
0115 848 2915
@NTSUvpEDUCATION

VP Activities
Liz McCluskey
VPActivities@su.ntu.ac.uk
0115 848 2916
@ntsu_activities

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

05.12.13-12.05.14

Cohort 3.

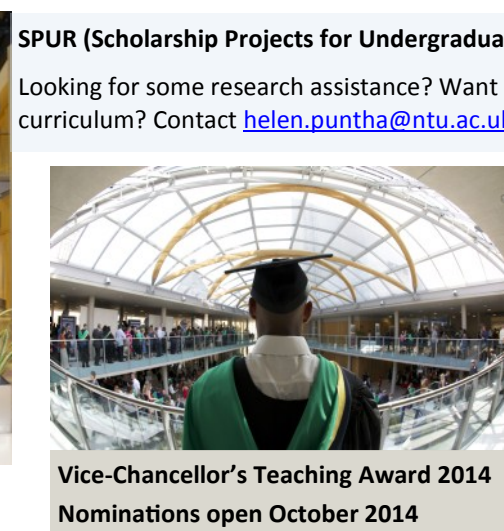
24.02.14— 14.07.14



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



Dates correct at publication



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

Student Mentors

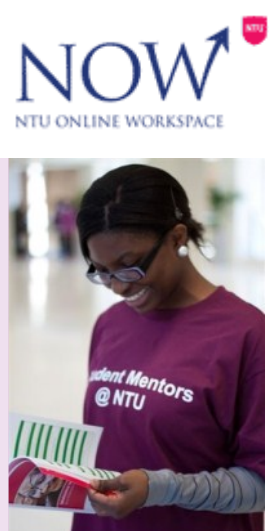
Applications for 2014/14

Applications open:

Monday 3 March

Applications close:

Friday 14 March



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