



## **DLTE Updates**



### Welcome to our new Head of Department...

Developing the Learning & Teaching Network

Supporting the implementation of the University Learning & Teaching Strategy

- Development of a new Universitywide Curriculum Management System
- Development and roll out of Gold Standard Curriculum Framework

**Quality Updates** 

Student Voice & Engagement Activities & Opportunities

PDT Update



Professor Catriona Cunningham

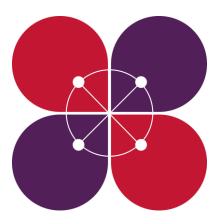
## **Learning & Teaching Network**



Launched last academic session, building on the previous Teaching Fellows Network, the network is intended to be a space to collaborate, to network and share opportunities.

- Monthly Seminars
- An active MS Teams Space
- Grant Funding
- 2021/22 4 Special Interest Groups:

Programme Leaders Roadmap Reading Group Student Engagement Group Third Space Professionals



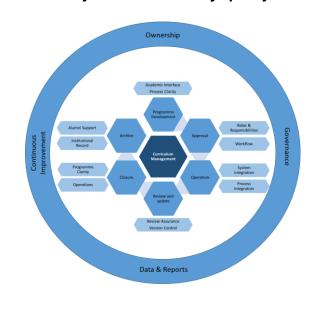
Membership of the LTN@EdNapier is inclusive – it includes all HEA Fellows and invites individuals from the Learning and Teaching Promotions Pathway, and anyone whose practice involves teaching and/or the support of learning

Contact Dr Sam Illingworth for more information – or <a href="mailto:dlte@napier.ac.uk">dlte@napier.ac.uk</a>

## **Enabling L&T Strategy**



Two major University projects underway to enable the Strategy



#### **Curriculum Management Project**

Working towards a launch date of a new system to replace the module descriptor task and paper programme specifications from September 2022.

Seeks to better integrate business planning, quality and operational aspects of curriculum development and the processes around this

#### What do you need to know?

- Currently configuring the system to hold all our curriculum records.
- Will be migrating all our live module descriptors and programme specifications to the new system.
- We are creating workflows that will support our new approval, change and closure processes.
- Asking Module and Programme Leaders to check the new records before they go live.
- Will integrate with SITS but the record will be managed through the Curriculum Management System
- Benefits: version control, visibility, ease of access, focus on learning outcomes/mapping, collaboration

## **Enabling L&T Strategy**



Two major University projects underway to enable the Strategy

#### **Gold Standard Curriculum Framework**

The Gold Standard Curriculum (GSC) Framework is a new curriculum enhancement tool, designed as a starting-point for programme team and university-wide conversations about curriculum design.

This academic session will see

- The official launch of the framework in early October
- the development of materials, guidance and support
- opportunities for early GSC recognition for programmes already demonstrating strong engagement with a particular framework theme

Citizenship & Community

Research
Integration

Student
Focus

Global Outlook

Oignital & Information Literacty

For more information please see the dedicated page on the DLTE website or contact Dr Marita Grimwood or <a href="mailto:dlte@napier.ac.uk">dlte@napier.ac.uk</a>

## Quality Updates



#### **Quality Framework**

Not many substantive changes to the Quality Framework and its processes for 2021/22

 Reference has been made to signpost to Gold Standard Curriculum Framework and to better reflect the updated University Strategy

During 2021/22 more substantive changes will be made in advance of NEXT academic session to ensure it supports the curriculum management system and better integrates Gold Standard Curriculum

#### **Academic Regulations**

No substantive amendments made for 2021/22.

Please note that the removal of the cusp regulations approved in 2019/20 in response to tackling grade inflation will fully come into effect during this academic session.



End of module questionnaires

Module touchpoint surveys

Institution-led Review (ILR)

Approval of new programmes

External surveys (NSS, PTES, PRES)

> In-class feedback

STUDENT VOICE Enhancement-led Institutional Review (ELIR)

Programme Reps, Campus Officers, Sabbaticals

Representation on School Committees

Representation on University Committees



Complaints

Focus groups

Informal feedback

Projects



## **Student Quality Panel Members**



Applications welcome from all students for new paid opportunity

Approximately 20 hours' time commitment per event including training

Student panel members contribute to enhancing learning & teaching and student experiences and to assuring academic standards

Offers skills development including professional panel experience

Student Voice on MyNapier: https://my.napier.ac.uk/your-studies/student-voice

## Students as Colleagues



Student-staff partnership to improve learning and teaching

Gaining different perspectives

Developing relationships

Each Student is paired with an academic colleague during trimester 2 and trained as a voluntary professional reviewer.

Sign up by 15 October: <u>StudentsasColleagues@napier.ac.uk</u>

https://staff.napier.ac.uk/services/dlte/resources/SAC



## Personal Development Tutors (PDTs)



First point of contact for students for support and signposting

Assigned to new students within first few weeks of teaching

PDT name is entered in SITS by School Support Service and appears on students' Moodle & on eStudent Records

PDTs make contact with students at the start of trimester and arrange to meet at least twice per year

Training and support for PDTs on Moodle Community: 'Supporting your role as Personal Development Tutor'



## Welcome to the Library sessions







- To help students get started with campus life, we'll be offering regular live online sessions introducing both the online and physical libraries. See <u>Introducing our Libraries</u> (myNapier student page).
- We also offer on-demand subject-specific sessions, research support and reference management support sessions. See further details at <u>Library Induction Pathways</u> (Staff Intranet page).

# Visiting Libraries



We are looking forward to welcoming students back to less restricted libraries. As guidelines change, please advise students to check this central page before visiting. Library Services Updates

## **Key updates**

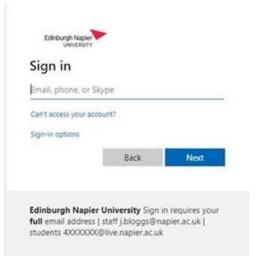
- You can now visit our libraries, use study spaces/computers and borrow books without booking in advance.
- Booking is required for Group Study Rooms, with a maximum of one two-hour slot per day.
- <u>Click and collect</u> Where possible, request your books before you arrive. Students can now browse library books. Remember that we have millions of online resources, see <u>Finding Resources</u>.

## Logging in and Booking Computers

Change to the way students log in to the **Edinburgh Napier App** and **My Account**:

- Now use email address and password, via a Microsoft login screen.
- The email address format for students is:
   <student\_number>@live.napier.ac.uk
- Find out more on the Edinburgh Napier App My Napier page.





Students **no longer need to book a computer** in the JKCC, Younger Suite or the main part of the libraries, however a booking still needs to be made for open-access computers at Craiglockhart and Sighthill. School labs and suites are also bookable but restricted to students from the school. Bookings can be made via **Resource Booker** which has a full list of bookable computers and spaces:

https://resourcebooker.napier.ac.uk

**Laptops are available to loan** from the Libraries, JKCC and Bainfield Student Accommodation. Find out more on the Laptops to Loan My Napier page.

## **Get Connected**



We're running **Get Connected drop-in sessions** at the start of trimester 1 to help students:

- connect to eduroam
- download and log in to the Edinburgh Napier App, and
- to ask questions

The sessions will be in the **foyers** of each campus during w/c **6 and 13 September**.



Find out more on the Get Connected My Napier page.

## Information Services Help and Support



- IS Induction Moodle module:
  - Self-enrolment for staff now live
  - Also includes information for Returning students
  - https://moodle.napier.ac.uk/course/view.php?id=16910



- Find quick help from the Library tab at the top of <u>Moodle</u>.
- Email and telephone help 24/7:

IS Service Desk Library

0131 455 3000 0131 455 3500

ISServiceDesk@napier.ac.uk library@napier.ac.uk



## **ENSA**





## **Programme Reps**

- Online Rep Registration process like last year
- School support service will do data entry

### **ENSA 50**

- New ENSA constitution
- A group of 50 students who discuss and tackle the big issues facing students
- ENSA's main discussion and student-facing policy forum







## Freshers' (Super September)

- Month-long series of events and activities
- Directed at freshers but open to all students
- Mostly in-person but some online
- Freshers' fair gazebos outside campuses all month







## Climate Week (13-19th September)

- First campaign of the year
- ENSA sustainability charter
- Series of events: volunteering, nature walks, cycling, sustainable society...
- Opportunity for students to get involved









- Encourage students to join a sports club or society
- Over 40 sports clubs/societies to choose from
- Students can also start their own society or sports club



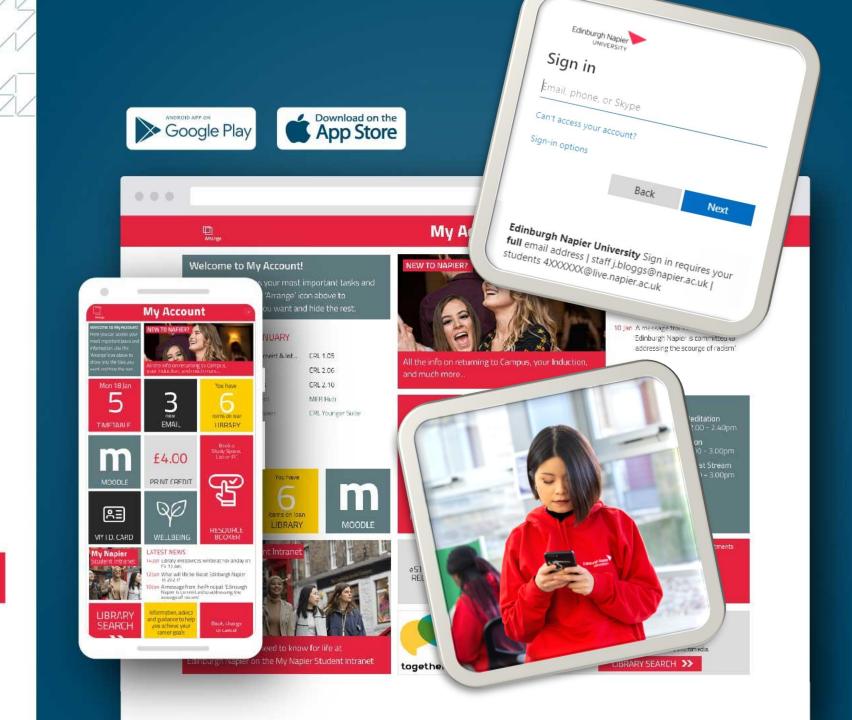


# My Account

An updated app to make student life easier for you

Download the Edinburgh Napier app or visit

myaccount.napier.ac.uk



# My Napier

Smarter, faster and better looking

my.napier.ac.uk



Opening Hours





## Open service

- In person workshops and appointments to resume mid-trimester
- Online workshops and appointments will constitute the bulk of open service
- Slate of <u>Panopto tutorials</u> ever expanding

https://my.napier.ac.uk/your-studies/improve-your-academic-and-study-skills



# Academic integrity

- Live, online academic integrity tutorials being held fortnightly
  - Referrals from ACOs in cases of suspected/alleged misconduct
  - Students book convenient session, attend, then forward confirmation of attendance to ACO
  - All inquiries: <u>academicintegrity@napier.ac.uk</u>
- Recorded tutorial included in induction materials and listed in our <u>open Panopto folder</u>



# Blog

- Regular updates to resource bank and interactive skills guides
- Occasional service updates
- The place to direct students in need of study advice accessible at their convenience



Skills resources ▼ For students For academics Peer learning Meet the team



We've assembled lots of resources to help new and experienced students improve how they work. These address key elements of university study, including research methods, essay writing, critical analysis, referencing, and plenty more besides. Follow the tabs below to learn more.









If you have any questions, or would like personal study or writing advice, then send us an email

academicskills@napier.ac.uk

https://blogs.napier.ac.uk/academicskills



# Student Funding



Range of funds available.

From support for living costs to funding for specific student projects.

• All full-time students of university eligible to apply.

Demand likely to outstrip available funding.

## **How To Apply**



- Visit Money pages of MyNapier <a href="https://my.napier.ac.uk/money">https://my.napier.ac.uk/money</a>.
- For Discretionary and Childcare Funds, apply through <u>eStudent</u> <u>Records</u>.
- Only students from UK or who satisfy SAAS residence conditions can apply for Discretionary and Childcare Funds.
- All other funds awarded through <u>Find-a-Fund Application</u> <u>System</u>.

## Find-a-Fund

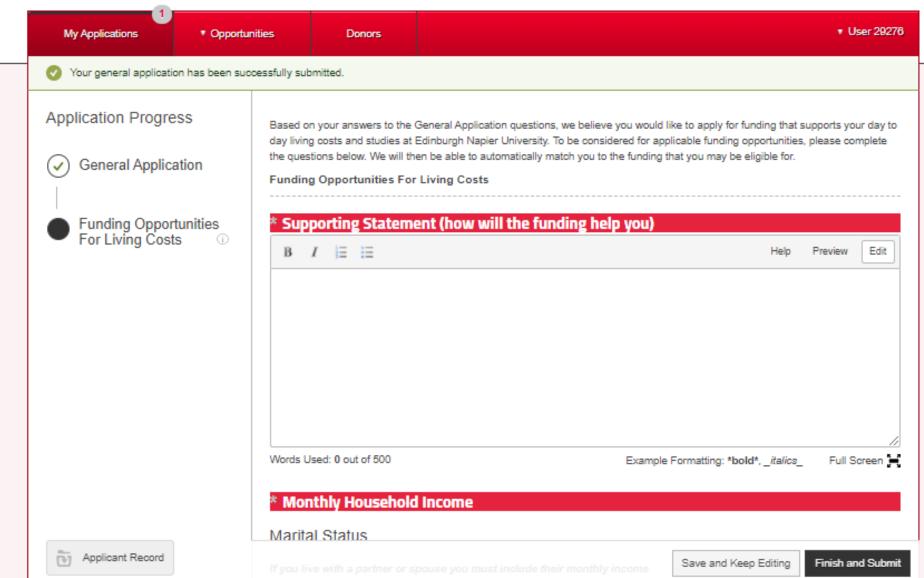


• All current students can access system with usual ENU login details.

 Uses student record data and application questions to match students to all applicable funds.

One application, multiple funds considered.







 User 29276 My Applications Opportunities Donors Application Progress Based on your answers to the General Application questions, we believe you would like to apply for a Small Project & Mobility Grant. These grants are one off contributions, designed to help fund student projects, travel, research, placement or volunteer work that is beneficial to personal development, professional expertise and/or academic knowledge. General Application To be considered for a Small Project & Mobility Grant, please complete the questions below. We will then be able to automatically match you to the specific grant that you may be eligible for. Small Project & Mobility Grants Small Project & Mobility Grants About your activity Please select the category that best describes the activity the funding would support. If you selected Other, please type the category you believe best describes the activity the funding would support. \* Does the activity include overseas travel? ~ If yes, what country or counties do you intend to travel to? \* What is the estimated start date of your activity? Please enter a date formatted like DD/MM/YYYY. Applicant Record Save and Keep Editing Finish and Submit

# Top Tips



- Take time to complete application carefully and prepare all relevant documents.
- When asked, submit full bank statements for all accounts held by student and partner if married or living together.
- If part of the budget does not apply (for example Tax Credits), don't panic. Just leave it blank or put £0.
- Personal statement is opportunity to give a full account of reason for application.
- More top tips in this ENSA article.



## Health & Safety



### **Entering campus**

- Face coverings must be worn while moving around campus and in all communal areas, unless exempt
- 1m social distancing in all teaching spaces and whilst moving around the university
- Wash/sanitise hands on entering and leaving campus and frequently throughout the day

### **Teaching spaces**

- Do not modify room layouts
- When moving around wear face covering and maintain 1m social distancing
- Wipes to be collected by staff and students wipe down desk when entering and dispose in bin at end of class
- Wipe down contact points you have touched (Academic)
- Keep windows and doors (where possible) open

#### **Offices**

- Face covering to be worn if moving around, maintain 1m social distancing
- Wipe down shared surfaces before/after use

## Health & Safety



#### Use of facilities

- Toilets face coverings, maintain 1m social distancing, wash/sanitise hands
- Communal kitchens face coverings, 1m social distancing, sanitise appliances before/after use
- Libraries face coverings and maintain 1m social distancing

#### **Corridors and lifts**

- Face coverings, 1m social distancing
- Avoid stationary meetings/conversations in corridors
- Keep to left
- Use stairs if possible to avoid queuing at lifts at busy times (max capacities)

### Fire/Emergency

• Evacuate using nearest exit, maintain 1m social distancing where possible inside building

#### **Test and Protect**

- www.nhsinform.scot
- If you or others in your household do not feel well or if there is any doubt, please stay at home and let your Line Manager know you are unwell.



# **Bright Red Triangle**



Start-up support & enterprise skills development.

Our services are free to all Edinburgh Napier students, alumni and staff with no time limit!

Sign up <u>here</u>

Book your first 1:2:1 with a BRT Business Adviser

Sign up to our newsletter here

## New resources



### **Social Shifters**

Resources for social change

- Worksheets
- Explainer videos
- Dedicated advice



Video resources



Website resources



## **Upcoming events**



### Trimester 1

- Start up visa bootcamp
  - Oct
- Freelance Academy -Nov
- COP 26 Workshop -Nov
- Guest lecture Oct

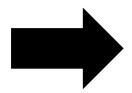
### Trimester 2

- DE bootcamp
- Bright Red Sparks
- Freelance Academy
- Start-up visa bootcamp
- Guest lecture

## Spaces



Currently no space on campus



Hoping to move to Bainfield at the end of the year



## **Connect with us**











WWW.BRIGHTREDTRIANGLE.CO.UK

@BRIGHTRTRIANGLE







## Background and approach

- Both Student Check In and Student Engagement Reporting are designed to support student wellbeing and help the University with its safeguarding obligations.
- Allows us to identify more easily and consistently students who may be struggling with their studies so we can offer support.
- It is not attendance or engagement monitoring, it is not meant to be punitive. It is not linked at present to outcomes/progression.



### Check In to class

- Check In has been in place for the last year with a focus on campus teaching to support Test & Protect – we are now re positioning this.
- Students should Check In to confirm attendance at any timetabled learning event taking place on campus, at one of our other teaching venues or online.
- Students should Check In via the Edinburgh Napier app or by visiting myaccount.napier.ac.uk its quick and easy to do.
- For more detail go to My Napier at my.napier.ac.uk/yourstudies/check-in-to-class. You'll also find a video there that shows students how to Check In.
- Please encourage students to Check In at the start of each learning event you host. You can see who is checking in, in real time, on the Edinburgh Napier app. For more detail look on the Staff Intranet staff.napier.ac.uk/services/schoolsupport-service/Pages/Student-Check-In.aspx





## Check In data – what are we using it for?

- Student engagement reporting is a way the University can identify and support students who have disengaged with their studies. One of the systems we look at is Check In so please encourage student to only check in if they are attending the event, we are using the data to support them in their studies and to help support their welfare.
- For students studying on an international VISA, they need to use Check In as part of their conditions of studying with us, we use the data as part of supporting evidence that we can share with UK Visas & Immigration.



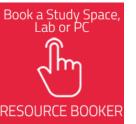
## Student Engagement Reporting

- Student engagement reporting has been developed to support student engagement and wellbeing.
- The report looks at whether students have used various systems, including Check In, Moodle, library loans and Resource Booker.
- If they haven't used any of the systems for two weeks or more a member of staff, usually their Personal Development Tutor, will get in touch to check everything is OK and offer support.
- It's building on our responsibility to act on knowledge we hold by pulling together usage information from multiple systems into one place to allow us to pick up on potential issues in a quick and consistent way.
- For more detail go to My Napier at my.napier.ac.uk/yourstudies/student-engagement-reporting.











### Please let students know...

- they should Check In, on the Edinburgh Napier app, to confirm attendance at any timetabled learning event taking place on campus, at one of our other teaching venues or online.
- we want them to engage positively with their academic studies, the broader curriculum, and with other opportunities that support their academic, professional, and personal growth. This will help them achieve their best results, feel part of the Edinburgh Napier community and have a positive university experience. Student engagement reporting helps us to support them in doing this.
- Student Engagement Reporting is designed to be supportive and helps us see if they might be beginning to struggle.
- more information on Check In and Student Engagement Reporting can be found on My Napier at my.napier.ac.uk/your-studies/checkin-to-class and my.napier.ac.uk/your-studies/student-engagementreporting





Careers & Skills Development
Placements
Graduate Recruitment
Industry Insights

# Student Futures







INSPIRING FUTURE CAREERS



## Welcome Week & Induction Planning

As well as a number of bespoke induction sessions, tailored to specific Schools and Programmes, we are excited to share the range of digital induction materials that we have created over the summer months in preparation for Tri 1; including:

- A short 'We are Student Futures' video that showcases our three teams and shows how new and returning students can access our support
- A selection of videos that highlight our digital support tools to students, including our resources on career planning, creating an engaging CV and cover letter and interview skills.
- A set of tailored School Placement support videos, that showcase our digital placement resources

All of these resources are included centrally on our <u>new induction information pages on the Student</u> <u>Futures Career Hub platform</u> and can be accessed by any students or staff looking to find out more.

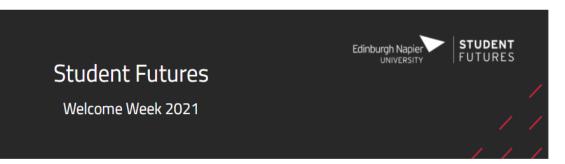
We will also be holding virtual lunchtime drop-in sessions on the 9<sup>th</sup>, 21<sup>st</sup> and 23<sup>rd</sup> of September to provide answer any questions from for students who would like to find out more about our support. These are bookable via myFuture.

Updates for Academic Colleagues - https://spark.adobe.com/page/avz4vZY18hQN5/





MYFUTURE HOME CAREER PULSE TOOLS CAREER PLAN JOBSEARCH CONTACT US

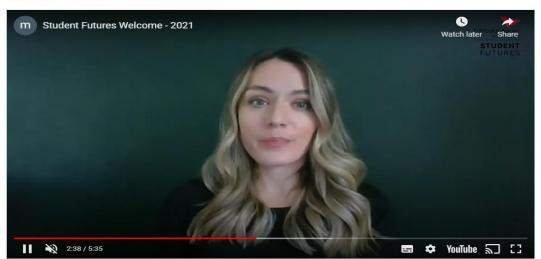


#### Who are Student Futures?

We are a dedicated group of employability experts, here to support you in both your professional and personal development.

Whether you are early in your university journey and are thinking about how to gain part time employment to support your studies, beginning to think about securing a work-placement or internship to build your experience in industry or you are starting to think about your next steps after university in either a graduate role or further study, your Student Futures team are here to help you.

You can find out more about us in our short information video!



#### How can we support you?

Our support offering is split into four distinct pillars that you can find out more about below

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### How can you access our support?

Underpinning our service is our amazing university portal, myFuture, where you can book one-to-one meetings with a Career Development Consultant, confirm your attendance at one of our many fantastic employer events or search for part-time and full-time vacancies on our live jobs board. Through myFuture, you can also access our wide range of digital careers support resources on the Student Futures Career Hub. View our video resource on Making the Most of Your Time at Edinburgh Napier to ensure you are set up for success in your career!

#### Want to hear more?

You may have already met some of our team in one of your induction lectures, but if not don't worry! We would love to introduce ourselves to you properly to let you know all about the different ways we can support you throughout your time at Edinburgh Napier and how you can easily access this support.

Join us at one of our lunchtime drop-in sessions, running on the 9th, 21st and 23rd September from 12.30pm - 1.30pm via Webex. At these sessions you will have the opportunity to meet some of the different members of our team and ask any careers questions you may have in an informal, supportive setting.

You can book into one of these sessions and find out more information on your myFuture platform.

#### **Any Questions?**

Get in touch with us, via studentfutures@napier.ac.uk or speak to one of our team using our new Live Chat function, available weekdays between 12noon and 2pm!



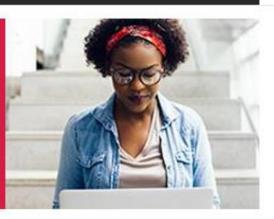


MYFUTURE HOME CAREER PULSE TOOLS CAREER PLAN JOBSEARCH CONTACT US

#### STUDENT FUTURES CAREER HUB

Student Futures services can assist you with your professional development; supporting and preparing you for a successful career. Our online resources will aid your career planning and enhance your employability skills.

LAUNCH



### **Welcome Adam**









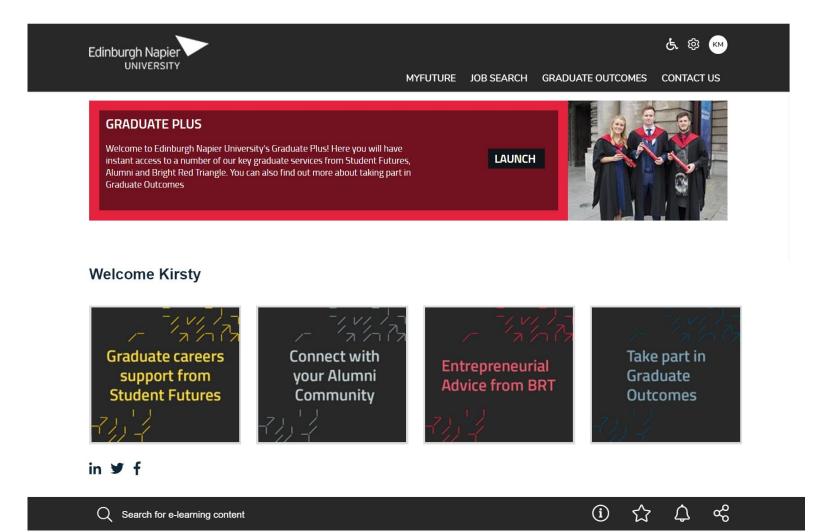




### **Graduate Plus**

Graduate Plus is our one-stopshop for all of the amazing support available to new graduates from across ENU!

This also hosts our newly launched **Graduate Talent Bank!** 





Careers & Skills Development
Placements
Graduate Recruitment
Industry Insights

## **Contact us**

StudentFutures@napier.ac.uk

Access Student Futures support services through myFuture

Our online resources on <u>Student Futures Career</u> <u>Hub</u> support career planning and enhancing employability skills

INSPIRING FUTURE CAREERS







Come and talk with us







Come and talk with us

My.Napier.ac.uk/TalkingHelps







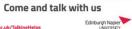


Come and talk with us





Edinburgh Napier



If you're feeling shut out





### Student Wellbeing and Inclusion:

see <a href="https://my.napier.ac.uk/wellbeing-support-and-inclusion">https://my.napier.ac.uk/wellbeing-support-and-inclusion</a>

**Keep On Track** 

Chaplaincy

**Student Funding** 

**Disability Inclusion** 

Counselling and Wellbeing

Safeguarding students: Report and Support

# Disability Inclusion



- Supporting equal access to university life for our students
- module leaders should regularly check for students' learning profiles the team will be emailing later this week the new link to find learning profiles, which are being uploaded en masse now and through the early weeks of term

The team continue to lead of the I'm In project – see:

https://moodlecommunity.napier.ac.uk/course/view.php?id=290

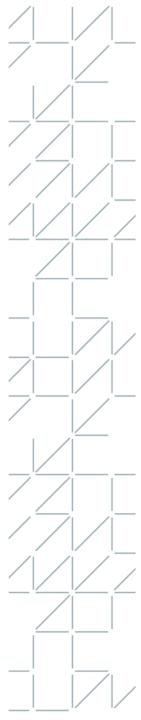


Staff can also access inclusion practice pages on the DLTE site: <a href="https://staff.napier.ac.uk/services/dlte/DSP/Pages/DSP">https://staff.napier.ac.uk/services/dlte/DSP/Pages/DSP</a> inclusive.aspx

### Message to students - When to get in touch

Speak with us as soon as possible. We particularly want to hear from you if:

- You have significant or specific support needs
- You are undertaking post-graduate study
- You are here on a non-standard programme such as a study abroad placement or on a graduate
   apprenticeship





### Student Counselling and Mental Wellbeing

TogetherAll and SilverCloud

Mindfulness and psycho-education programme

- Students can register for the service by emailing counselling@napier.ac.uk
- Weekly drop-in service short 20 minute focused 1:1's with trained staff.
- Student Health Guide:
   <a href="https://issuu.com/healthguidepublishing/docs/shg\_2021\_uni\_digita">https://issuu.com/healthguidepublishing/docs/shg\_2021\_uni\_digita</a>
   <a href="Ledinburgh\_napier\_issuu">Ledinburgh\_napier\_issuu</a>





### **Student Funding**

- Over £2.3 million was paid to students in 2020/21
- Currently funding available for all categories of students who demonstrate financial hardship
- Some funds open and close at various points over the academic year. Details available on the Money pages of myNapier: <a href="https://my.napier.ac.uk/money">https://my.napier.ac.uk/money</a>





### Safeguarding students - Report and Support

- Single reporting route for all gender based violence and hate incidents for staff and students.
- Can report anonymously or seeking support from a trained Adviser.
- Access to information on support and to online training information.

