

Helen Clark

From: Medical Director of Teaching
Sent: 20 April 2020 11:51
Subject: For all staff involved in Teaching: Weekly Education update from the Proctor

Dear all staff involved in education,

Please see the weekly update from the Proctor below, which includes useful information and updates for all personal tutors, lecturers etc.

Best wishes and stay safe,
Alun

From: The Proctor <proctor@st-andrews.ac.uk>
Sent: 17 April 2020 15:51
Subject: Weekly Education update (4)

Dear Colleagues

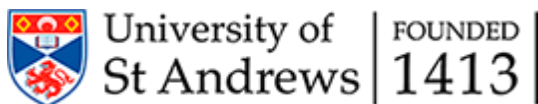
Please see the latest Weekly Education update here: <https://www.st-andrews.ac.uk/assets/university/remote-teaching-and-learning/documents/weekly-education-update-17-apr.pdf>

Please circulate in your Schools & Units.

With best wishes

Clare Peddie

Professor Clare Peddie
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Weekly Education Update – Friday 17 April 2020

Recently issued emails to Schools from the Proctor, Deans and Provost

1. 13 April 2020: Email from the Proctor and Master to all Heads of Schools, Directors of Teaching and Directors of Postgraduate Studies (both taught and research) about travel insurance for staff or students still remaining overseas.
2. 10 April 2020: Email from the Proctor and Deans to all Heads of Schools and Directors of Teaching confirming local School control over qualifying requirements for Integrated Masters degrees.
3. 9 April 2020: Email from the Pro Dean (Postgraduate) to Directors of Postgraduate Studies (Taught) outlining options for the delivery of the summer PGT dissertation.
4. 9 April 2020: Email from the Associate Dean Education (Arts & Divinity) to all Directors of Teaching consulting on a student survey of digital teaching and remote assessment.

Recently issued emails to students from the Proctor, Deans and Provost

1. 10 April 2020: Email from the Provost to all UKRI funded students (copied to the VP Research, Proctor, Deans, Pro Dean PG and Finance) about UKRI funded extensions for final year PhD students.
2. 10 April 2020: Email from the Provost to all postgraduate research students outlining options for staying engaged with their studies or choosing a leave of absence.

Online Teaching

Live online learning & teaching support continues daily in the Hive from 12 noon – 2pm
Panopto statistics continue to be found on the following dashboard

Digital Examinations

Exam submission guides for students

Information for students on how to prepare for their online exams and how to upload their exam answers has now been finalised and is available at the undernoted weblinks.

- 'Preparing for your exams' –contains information for students on how to prepare themselves and their technology for the upcoming exams www.st-andrews.ac.uk/exams/preparation/
- 'Submit exam answers' - instructions for students on how to prepare answers and upload to MMS www.st-andrews.ac.uk/exams/submit/

Exam papers deadline

Schools are reminded that the deadline for submitting digital exam papers to Registry is Wednesday 22 April 2020.

Policies and Guidance in preparation

The following documents are in the final stages of development and will be circulated early next week.

- Policy on Assessment, Marking, Moderation and Module Boards (in the context of Covid19 only)
- Policy on Online Examinations

Feedback from staff and students on online teaching and remote exams

Schools and students are currently being consulted on the content and format of new surveys which will be issued shortly in order to get feedback on the experiences of staff and students on digital

teaching and remote examinations. The Assistant Vice-Principal (Diversity) is being consulted on questions relating to wellbeing and workload.

Guidance on changes to Policies and Regulations

A summary of guidance on the key issues which staff and students have queried is now available on the [learning remotely](#) and [teaching remotely](#) webpages. . This covers a wide range of issues such as S coding, honours classification, academic alerts, self-certificates etc.

Professional, Statutory and Regulatory Bodies

Schools continue to liaise with PSRBs regarding the adjustments they are making and currently, there does not seem to be any significant cause for concern. A report on PSRB communication containing information gathered from Directors of Teaching has been submitted to the Academic Monitoring Group for review.

Resources

Teaching Case Studies

Case studies of good practice in remote teaching from the Schools are available on the following [blog](#).

‘Lockdown Links’ has been launched in the Hive - this is a channel to discuss curated links and resources on the pedagogy of online learning.

Library

As the Library’s physical DVD/Audiovisual collections can’t be accessed at the moment, a number of alternative multimedia resources have been made available to provide, amongst other material, online films and documentaries. A new area has been added to the Library’s [Covid-19: Online Resources Guide](#) which lists [online multimedia resources](#) for use in teaching and student dissertation work. These include databases such as [Digital Theatre plus](#) (which the Library will be promoting on their blog and social media) and new titles bought for [Kanopy](#) (on-demand streaming platform).

The Library is also regularly updating [the guide](#) to show material publishers have made available online free of charge. New resources in this section include:

[MIT Press](#)

All 2,770 MIT Press e-books on MIT Press Direct. Key subject areas covered in the complete collection include art and architecture, biomedical sciences, business and finance, computer science, cognitive science, design, education, environment, game studies, humanities, information science, linguistics, neuroscience, new media, philosophy, and social sciences.

[Ohio State University Press](#)

699 OSU Press Books

The Library’s online chat service is now available weekdays only: 9am to 5pm, Monday until Friday. Academic staff have been in touch to ask about access to multimedia resources, so we are doing everything we can to provide this content online. The Library chat support had been available 9am – 9pm Monday to Friday and 11am - 5pm, Saturday and Sunday, but has reduced to a core, weekday service.

Clare Peddie, Vice-Principal Education (Proctor)
Frank Muller, Dean of Arts & Divinity
Jon Issberger, Acting Dean of Science
Monique MacKenzie, Provost

Circulation List (please circulate in your Schools and Units)

Heads of Schools

Directors of Teaching

Directors of Postgraduate Studies (Research)

Directors of Postgraduate Studies (Taught)

School Exams Officers

Advisers of Studies

Academic Misconduct Officers

Academic Registrar

Director of Graduate School for ID Studies

University Exams Officer

Director of CEED

Director of Student Services

Director of Planning

Director of Admissions

Director of Careers

EO to Court/Senate Office

EO to Principal's Office

Head of Learning Technology

Director of Global Office

IT Services (Pauline Brown)

BTPO (Lindsay Wilson, Mark Hood)

Associate and Pro Deans

Deans' Office staff