**Academic year restructure – Implementation action plan**

1. **Background**
   1. This plan and the accompanying Gantt chart set out the schedule of work the project board identified as necessary for delivering the new academic year model. The paragraph numbers in section 2 below correspond to each ‘task’ in the Gantt chart, setting out the required work of each task in more detail.
   2. These are not final versions of the plans. This is a first attempt to schedule the work required to deliver the new academic year model in time for 2015/16. Both documents will undergo revision and updates as we begin to discharge the early tasks set out in them. The details and dates of future tasks – which are currently only sketched out – will become better defined in further iterations of the plans.
   3. Further thought is needed around allocating specific tasks to specific officers/project board members (initial thoughts in parentheses below); and to reporting on progress/milestones.
2. **Tasks**

Task 8. Assessment review: the concurrent but unlinked tasks under this heading set out those elements of a wider review of assessment that will have a direct bearing on the academic year implementation work. Task 9 on degree regulations will involve modelling progression, deferral and condonement scenarios that might arise when students sit some exams in Lent Term ‘Week 0’ (MTT). Task 10, ‘Timing of exam-setting/scrutiny process’ will be undertaken when the draft 2015/16 exam schedule is developed (Hannah B). The draft exam schedule will be circulated to departments in mid-October, and will trigger the second part of the two-part Task 19, ‘Initial implementation consultation with departments’, i.e. Task 28 ‘Lent Term ‘Week 0’ exam capacity’. Tasks 29-34 set out the process by which departments will determine whether and the extent to which they will make use of the new, earlier exam period.

Task 12. Peacock Theatre: Tasks 13-16 set out the various stakeholders with whom Conferences and Events (Rachel Ward) need to consult about activities scheduled to take place in the Peacock Theatre. The theatre needs two years’ notice about changes to scheduled bookings. Rachel to confirm to the theatre the School’s 2015/16 and 2016/17 term and non-term time booking requirements by 12 September 2014. Simeon Underwood will also review the School’s space allocation policy during this period.

Task 17. TLC’s ‘shopping list’ of departmental reading week learning activities: Over the summer TLC will develop a menu or ‘shopping list’ of the different kinds of learning activities the School’s academic departments might like to run for their students during reading week (Neil Mclean). Under the terms of the new academic year model, departments have total discretion in deciding how to organise the additional term time week, i.e. a standard department-wide approach (i.e. week 6 reading week), or the decision might left to individual course conveners (i.e. week 6 reading week on some courses but not on others). For departments/courses that choose to hold a reading week, it is again for the department to decide what happens during this week, i.e. students left on their own to consolidate learning, complete assessments, etc; or, in addition to these things, to also hold departmentally delivered guest lectures, critical writing workshops, ‘extra example’ sessions, etc. The completion of TLC’s list of possible reading work learning activities will trigger the first part of the two-part Task 19, ‘Initial implementation consultation with departments’, i.e. Task 20, ‘Extra term-time week’. Tasks 21-27 set out the process from initial consultation with departments, through to the publication of reading week information in handbooks and on websites.

Task 18. Lent Term ‘Week 0’ exam capacity: Registry to confirm exam room availability in LT ‘Week 0’ and total number of seatings. Based on findings, Estates to determine whether exam set-up/take-down can be met in time available by current staffing levels, or whether we will need to bring in temporary porters, and at what cost.

Task 35. School regs, 15/16 Calendar: Tasks 36-40 set out the process by which the impact of the new year structure on the committee cycle and on the School’s regulatory framework will be evaluated (Jayne Rose, Andrew Webb), including the timing by which any amendments to the regulatory framework will need to be submitted to committees for approval (e.g. ST 2015). The revised regulations will then be published in the 2015/16 Calendar (Tom Hewlett). The process for updating/producing course guides/ECGs will remain largely unaffected, though the timing might need to be revisited in further iterations of these plans.

Task 41. Impact on Honorary Fellows procedure: Andrew Webb

Task 42. Accommodation issues: need to unpack this in more detail with Rachael E, though discussions so far do not suggest that there is anything related to accommodation lettings that would prevent any other implementation task from proceeding.

Task 43. Timing of FSO operations and services: FSO (Sue Plater) will need to review their schedule of decision-making around awards and scholarships.

Task 44. Timing of HR Services: to be undertaken by Jennifer Ciarleglio.

MTT

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