

Academic Services

What we are focusing on in 2011-12 and beyond...

Project Name	Description	Duration	Responsible	Staff Experience	Student Experience	Education	Research and Knowledge Transfer	Service Improvements
1 BIRMS	The Birmingham Interface Records Management System provides users with access to student records data specifically focused on the key student administration processes. BIRMS will improve and extend academic and administrative access to and management of applicant, student and programme-related data. The system is web-based, and accessible via the staff portal	3 years	Director of Registry	Yes		yes		
2 Legal compliance with Tier 4 of the Points-Based Immigration System	Following the award of "Highly Trusted Sponsor" status by the UK Border Agency in the latter part of 2010, continuous work is required to maintain this status and maintain the University's "A" rated sponsor licence. A BIRMS component was introduced at the start of the 2010/11 academic session to monitor the attendance and engagement of visa students, and work is on-going to engage colleagues across the University with the complex legal compliance requirements associated with sponsoring Tier 4 students.	Ongoing	Director of Registry	Yes	yes	yes		
3 Quality Assurance	Following the successful institutional audit by the Quality Assurance Agency in 2009, work is on-going to finalise actions arising from two of the four recommendations, with two already completed. In addition, action arising from the national consultations on the External Examiner system, the Institutional Review methodology and on Public Information is being undertaken, with the aim of implementing the new methodology in 2011/12 and 2012/13.	3 years	Director of Registry	Yes	yes	yes		
4 Student Surveys, including National Student Survey (NSS)	The following surveys are now undertaken at the University: - National Student Survey; - Birmingham Student Survey; - Postgraduate Research Experience Survey; - Postgraduate Taught Experience Survey; - International Student Barometer; - Campus Life Survey. Development is taking place to ensure that there are standard reporting mechanisms to the University on action taken by Colleges/Schools in response to survey results; that students are informed of the action taken in response to their feedback; and into standardised module evaluation.	1 year	Director of Registry		yes	yes		

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5	Feedback on Assessment	Work has been undertaken to improve feedback on assessment following new University requirements for the new 2010/12 session. This includes implementing generic feedback on examinations following the main examination period and working with Centre for Learning and Academic Development and with the Guild on good practice guides on feedback on assessment.	1 year	Director of Registry		yes	yes	
6	CLAD (BEELINE) Project	CLAD was initiated in August 2010, with former Learning Development and Academic Practice staff relocating to the Watson Building in December. The various CLAD teams are now working collaboratively to rejuvenate educational enhancement activity across the University, including support for a range of enhancement projects.	3 years	Director of Centre for Learning and Academic Development	yes	yes	yes	
7	E-Pathway	With the recent approval of the University IT Strategy and Library Content Plan, work is now underway to scope a broad ranging project which will incorporate the e-pathway (review of the iVLE and other e-learning technologies) as one of a number of workstreams. In the meantime, CLAD will continue to focus on the service and incident management of WebCT with colleagues from IT.	5 years	Director of Centre for Learning and Academic Development and Director of Student Services	yes	yes	yes	
8	EISU Business Plan	Develop and implement a business plan	2 years	Director of Academic Services		yes	yes	
9	Enhance College Employability services	Create fully staffed and customised College based Employability teams.	5 years	Director of Student Employability		yes	yes	
10	Create a suite of internship and work experience opportunities and increase employer participation	Create new international internships and alumni linked opportunities whilst also increasing Honey Pot placements by 500% by 2015/16.	5 years	Director of Student Employability		yes	yes	
11	Enhance the Personal Skills Award	Provide 3,000 annual places by 2015/16.	5 years	Director of Student Employability		yes	yes	
12	Enhance International Student Employability provision	Appoint International Student Careers Adviser in 2011/12 and create suite of targeted employability provision.	5 years	Director of Student Employability		yes	yes	
13	Enhance Destination Of Leavers from Higher Education process	Increase efficiencies in both data collection and coding of graduate destinations.	6 years	Director of Student Employability		yes	yes	

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14 Student Enterprise Services	Continue to develop student enterprise services whilst also seeking continuation funding post summer 2011.	5 years	Director of Student Employability		yes	yes		
15 Postgraduate and Research Staff Employability Services	Seek continuation funding beyond summer 2011.	5 years	Director of Student Employability		yes	yes		
16 Integrated Timetabling and Space Management	The Integrated Timetabling and Space Management Project (ITSMP) has been initiated to implement a phased introduction of a common system for the creation and distribution of teaching timetables across the University, alongside a move towards central management and support of all generic teaching space. The results of the project should lead to a measurable improvement in the student and staff experience of timetabling and space quality, as well as benefiting the institution in regards to space usage efficiencies and rationalisation.	5 years	Director of Learning Spaces	Yes	yes	yes		
17 Classroom Experience	The key objective of the Learning Environments Initiative (LEI) is to enhance the alignment of the needs of the academic and student community with that of space development, technology adoption and supporting services. Through proactive engagement with key stakeholders across the University, the LEI will be instrumental in directing developments, focusing investment and enhancing the classroom experience for all teaching space users.	Ongoing	Director of Learning Spaces	yes				
18 Library Strategy - Main Library Feasibility and Planning	Planning for a new or refurbished Main Library in the context of the University Capital Plan. This includes: * Collection and service planning for a 21st Century library * preparation for integrating a number of campus libraries into the Main Library.	5 years	Director of Library Services	yes	yes	yes	yes	
19 Library Content Plan	Four individual project strands, which will result in Library Collections being fit for purpose and managed by systems which enable discovery and access both on and off campus. It also covers the planning of future storage options for Library Services stock as part of the planning for future of the Main Library. Strand 1- Library collections preparation Strand 2- AV reformatting Strand 3- Library management tools Strand 4 – Costed storage options	4 years	Director of Library Services	yes	yes	yes	yes	
20 Barnes Project	Re-development of the ground floor of the Barnes Library and foyer to MDS building	2 years	Director of Library Services		yes	yes		

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21 Special Collections/Cultural Engagement	To be committed and engaged in the promotion and development of the region's heritage, and works in partnership with organisations such as Birmingham City Council, particularly through its Museum and Art Gallery and the Birmingham Central Library, as well as wider links throughout the West Midlands and surrounding area. To aim to further develop Special Collections in this area.	3 years	Director of Special Collections	yes			yes	
22 Key collections for research	To actively manage and grow the collections to support the University's learning, teaching and research agenda, many of which are of national and international significance, attracting students, academics and other researchers from elsewhere in the UK and from around the world.	3 years	Director of Special Collections	yes			yes	
23 Safeguard the collections	To continue to make the Collections of national and international significance including the Mingana Collection of Middle Eastern manuscripts accessible. To be compliant with the British Standard for Archives BS5454 for care, storage, consultation, exhibition, research, teaching and learning.	3 years	Director of Special Collections	yes			yes	
24 Student Hub	The development of student-facing administration and support ("student services") into a single Student Hub which is aligned to focus holistically on an integrated student experience.	4 years	Director of Student Services		yes	yes		
25 Welcome Week Provision	Welcome aims to provide information about the physical, cultural, social and intellectual environment at the University of Birmingham and enable students to continue to make the transition to Higher Education. It is usually centred on an "Arrivals Weekend" and subsequent week, prior to the start of the autumn term.	5 years	Director of Student Services		yes			
26 Birmingham Experience	The concept relates to the quality of the interactions between the University and students, and the standard of the inputs and outputs which make up the lived experience of our student community. The Birmingham Experience has 3 elements that should be common for all students on any programme of study: - Engaging - Empowering - Belonging	5 years	Director of Student Services and Director of Academic Services		yes			

Please contact Yvonne Evans (y.a.evans@bham.ac.uk) for a copy of the Academic Services "Who we are" brochure detailing information on the seven divisions within Academic Services.

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