
16 Discover Uni guidance for staff

16.1 Overview

- 16.1.1 The Discover Uni Collection is a comparable set of standardised information about **undergraduate** programmes. It is designed to aid prospective students in making their Higher Education choices and is published across the [Discover Uni](#) and links to provider websites.
- 16.1.2 The Discover Uni data includes results for the National Student Survey (NSS), fees and financial support information, employment outcomes and earnings from the Graduate Outcomes survey and Longitudinal Education Outcomes (LEO) data, Professional, Statutory and Regulatory Body (PSRB) accreditation and **information about teaching and learning methods and assessment activities**.
- 16.1.3 A Discover Uni [Collection](#) will only be produced for certain undergraduate programmes (similar to those which are eligible for the NSS and Graduate Outcomes). This means that for the time being postgraduate, closed and overseas programmes as well as programmes of one year duration or less are not eligible.
- 16.1.4 Middlesex University is required to submit our Discover Uni data to HESA via their submission system. HESA then add the NSS and Graduate Outcomes results and generate a Discover Uni for each course. The data is approved by the Head of Provider and then published on Discover Uni with widgets on the relevant programme pages on our website. Some of the data is required to be published on provider websites with the same deadline.
- 16.1.5 The Discover Uni data forms parts of the pre-contract information for prospective students under the [Competition and Markets Authority \(CMA\) guidance](#) (refer to 4.11 course information). When viewing a programme on the [Discover Uni website](#), the student will be able to click on links (which we provide) to further information on both our website and externally. The Office for Students (OfS) have also written guidance to further explain the source of the data, what year it is derived from or representative of and whether it is amalgamated data.

16.2 Teaching, Learning and Assessment methods

- 16.2.1 The Discover Uni Collection requires information on how each programme will be delivered e.g the number and type of hours by study year or stage. **The number of hours per week a typical student spends in each of the following is required:** (and whether these will be in person or online, as appropriate)
- Timetabled activity;
 - Independent study;
 - Placement, year abroad or in work based learning.

Appendix 1 provides definitions of teaching and learning methods and the Middlesex University Learning Framework guidance on directed hours. Note: Study year or stage is not the same as academic level as students can take modules from different academic levels during different study.

- 16.2.2 The teaching and learning activity data required for Discover Uni, especially the timetabled activity, **should always be recorded from the perspective of the student**; for example it is the amount of time that they spend on an online tutorial, not the amount of time spent moderating the responses. There are other data collections

which record the time staff spend in teaching and learning activities however these are not related to the Discover Uni.

- 16.2.3 Scheduled teaching hours and assessment type are populated in Module information/narrative forms and input in the Programme and Curriculum Management system (PacMan). as part of validations or reviews. A summary is also required as part of the Programme Information Form.
- 16.2.4 Where there is module choice the calculation of teaching and learning and assessment data should be using the most popular 120 credits of modules available to students on that programme.
- 16.2.5 Most of our undergraduate part time programmes are simply full time programmes taken on a part time basis. Where this is the case, programmes that actively recruit part-time students will have a separate part-time Discover Uni record, however the teaching and learning and assessment data would still be reported in the same way as a full time programme by the FTE (full time equivalent) study year.
- 16.2.6 In determining the overall assessment in each category only summative assessments should be included. A summary is required in the Programme Information Form. Assessments are categorised as Exam, Coursework, or Practical for the Discover Uni record. A definition is provided in Appendix B.

16.3 Contextual information

- 16.3.1 Within each Discover Uni Collection certain items will have links that prospective students can click on for further information. For the teaching and learning data the further information is a link to the **course pages**, whereas for the items on financial support, accommodation costs or tuition fees this is a link to the general information on these areas on our website. For PSRB accreditation the link will be to the individual body's page which details the requirements for accreditation for an individual.
- 16.3.2 This also means that **programme information/specifications must be up to date, relevant and be available on the course webpage**. However, it is not only course pages that provide contextual information but also the module descriptors, information about former graduates, links with employers and information about student support etc. that will help to add value to the data.
- 16.3.3 **Professional, Statutory and Regulatory Body (PSRB)** recognition or accreditation - where a programme is accredited or recognised a standard sentence will be used (provided by OfS) with the type of accreditation/recognition and the PSRB name. The Discover Uni Collection return includes PSRB accreditation/recognition for courses. The PSRB has to be one from a [list of recognised bodies](#).
- 16.3.4 PSRB information is collected by AQS who will contact Faculties to check for any updates to the schedule. The schedule will then form the basis of the Annual Report on PSRBs for Assurance Committee each year. Any updates to the schedule after June should be sent to the relevant Quality Enhancement Officer and these will be added to the relevant programme in PacMan. If a programme is recognised by an unlisted PSRB (unlisted in the sense of Discover Uni recognition) they will need to apply to the OfS to be added to the list.

16.4 Timeline

16.4.1 The deadline for the submission of Discover Uni data to the HESA is normally in mid-August each year (exact date confirmed by HESA). On this date HESA will take whatever is in the system and consider it to be accurate and approved by the institution and temporarily close the system for new submissions in order to publish the data to the Discover Uni website. NSS and Graduate Outcomes results are added in July at which point a full data set is available.

| | |
|------------|--|
| Mid- July | <p>Valid Data Submission required</p> <p>Discover Uni data submitted to HESA:</p> <ul style="list-style-type: none"> • Financial support information – including link to contextual information • PSRB accreditation information • Tuition fee information <p>Data published to university course pages:</p> <ul style="list-style-type: none"> • Teaching and learning activity • Assessment activity |
| August | NSS and Graduate Outcomes data to be added by the OfS |
| Mid-August | Final deadline for sign-off of data prior to publication of dataset on Discover Uni |
| October | Update of Discover Uni website |

List of Appendices

Appendix 16a Teaching and Learning Definitions

Appendix 16b Assessment Methods Definitions