

Annex 1 Remission process applying to TEC Partnership HE staff (where adopted).

1.0 Remission

1.1. All teaching staff with a benchmark, or part of a benchmark, within Higher Education, are expected to make contributions to the research and scholarship profile of TEC Partnership. The academic calendar adopted and the measurement of benchmark hours means that some staff will follow the remission purchase system.

1.2 In order to be able to apply for remission the following factors should be ticked:

	Has a permanent contract with an attached teaching benchmark
	Teaches modules on a higher education programme
	The higher education programme is a programme validated by TEC Partnership, University of Hull or University of Huddersfield
	Teaches at a site which has adopted this approach

1.3 The minimum expectation associated with the granting of remission is that in all activities there should be clear and measurable outcomes and impact from the work. In addition, it must either:

- i. Inform directly the teaching and learning undertaken within the TEC Partnership;
- ii. Contribute to the communities which TEC Partnership supports;
- iii. Must contribute to a body of knowledge.

2.0 The remission process

2.1 The following roles are set for the purchase of remission for the area:

- HECQS - The provision of and outcomes of scholarly remission are monitored at HECQS.
- Principal and Deputy Principal – The Principal and Deputy Principal should set the targets for remission in their area and set the strategic expectations.
- Remission and Scholarship Committee - Is responsible for approving remission purchase for TEC Partnership.
- Head of Area/Head of Faculty – Is responsible for operationally completing the remission process and ensuring completion by staff.

2.2 In order to receive a reduction in teaching benchmark staff will bid for remission before the beginning of the year.

2.3 Registered Assessment Remission will be applied automatically based on the figures in table 1.

2.4 The plans will detail the research and scholarly activity which each member of academic staff is

planning to undertake in the following year. The application could be completed on the HE04A Remission Application.

2.5 Where staff fail to meet these criteria either by lack of submission or their plans have been rejected by the Remission and Scholarship Committee, the staff member will not receive the scholarship remission in the following academic year. Where plans have been rejected, staff will be given a further 7 days to resubmit revised plans in response to feedback, before a final decision is made.

2.6 Staff have the right to appeal to the chair or HECQS should their application be unsuccessful. This should be completed in writing with all correspondence from the committee attached.

2.7 Following approval the Research and Scholarship Committee should add the plans for the year to the papers in HECQS on The Remission Tracker (Appendix A). The deadline for scholarship plans for continuing staff and new staff will be set by the chair of HECQS.

2.8 Whilst the HECQS reserves the right to refuse to grant remission to a project because it has not demonstrated the necessary quality to aid the delivery of these strategic objectives, it recognises the important concepts around academic freedom and cannot refuse a project based on content, research area or epistemological position.

2.9 All scholarship or research projects receiving remission (with the exception of reflective pieces) whether empirical or theory based should seek ethical approval from TEC Partnership ethics committee following the granting of remission.

2.10 The following examples provide guidance to staff and are an indicative description of the standard, and scope, of any piece of research or scholarship activity attached to different levels of remission:

-Attracting 40 hours of remission – A single member of staff involved with an empirical assessment of any activity at TEC Partnership, or has a reflection/evaluation of the implementation of a teaching and learning method, artistic or performance work which has contributed to understanding of the pedagogical discipline. This will be presented in any form to the TEC Partnership Teaching and Learning Conferences.

-Attracting 40 hours of remission – As above but presented to an internal publication (such as TEC Creates).

-Presenting the project at both the internal conference and for internal publication will attract 80 hours of remission.

-Attracting up to 100 hours of remission - A project which has involved collaboration with others (staff members, students or other stakeholders) as co researchers; to conduct an empirical piece of research or assessment of any activity within the group or our community. The results of this should be presented at regional/national conferences and/or external publication;

2.10 Achievement of the above KPIs will be measured using the following practices:

- Heads of Area/Heads of Faculty reporting on teaching staff engagement in Research, Scholarship and CPD activity;

- Progress and Development Review (PDR) targets and general 1:1 target reviews by managers;
- HECQS will produce an annual report on Research and Scholarship.

3.0 Remission and Registered Assessment and Moderation Time

3.1 All hours in this section are presented based on full-time HE activity. For fractional contracts or for those who teach in other areas these should be worked out pro rata.

3.2 A full-time member of staff will teach 24 hours a week on average through the academic year.

3.3 There are two elements: scholarship remission and registered assessment and moderation.

3.4 Before remission calculations begin the staff member should establish the proposed number of hours teaching on HE per year.

3.5 Registered assessment and moderation hours are added automatically by timetabling based on the hours in table 1.

3.6 A full time member of staff can claim 120 hours for scholarship activity. 20% of this should be for HE CPD or Registry Activity and 80% for scholarship activity.

Examples of remission that is not research that could count in either scholarship or registry activity include:

- AMR Completion – 10 hours.
- Additional Consideration Panels up to 10 hours.
- Academic Integrity – 6 hours.
- Validation Panel member – 10 hours.
- HE Co-ordinators Meetings – up to 10 hours.
- Validation writing of new programme – 100 hours.
- Revalidation to new awarding body – 50 hours.
- Peer observations – 2 hours.
- Fellowship completion – 40 hours.
- TEC Conference attendance – 5 hours.

3.7 In order to assist in the calculation the PL and the HoA can use HE04B Remission calculator and HE04C Remission Guidance.

Table 1- Registered Assessment and Moderation will be awarded automatically based on the following group sizes below.

Hours for the blind second marking of dissertations and other major projects. This will only be offered where: it does not take the hours for a dissertation or project module above 40 hours of staff delivery and marking time, and where it does not take a staff member above 144 hours of registered assessment time in total.

Trimester delivery

Group size	Registered Assessment and Moderation hours per assessment week	Total per module (2 weeks)
1 – 2	0	0
3 – 4	2	4
5 – 8	4	8
9 – 18	5.5	11
19 +	7.5	15
Dissertation 1 st marking	n/a	1 hour per dissertation to a maximum of 15 hours per module
Dissertation 2 nd marking	n/a	1 hour per dissertation to a maximum of 15 hours per module

Semester delivery

Group size	Registered Assessment and Moderation hours per assessment week	Total per module (3 weeks)
1 – 2	0	0
3 – 4	1	3
5 – 8	2.5	7.5
9 – 18	3	9
19 +	5	15
Dissertation 1 st marking	n/a	1 hour per dissertation to a maximum of 15 hours per module
Dissertation 2 nd marking	n/a	1 hour per dissertation to a maximum of 15 hours per module

Remission Tracker example

Staff Member	Confirmation previous year's output was completed	Fraction	Scholarship Hours	Moderation Allowance	HE Panel Membership Name and Hours (20% of scholarship time)	Scholarship Activity Outcome Description of project Number of hours (80% Scholarship Time)
Staff 1	Yes	0.5	60	72	Mit Circs 12 hr	Becoming Fellow 30 hrs Presenting at conference on teaching pottery online and the solutions found.
Staff 2	Yes	1.0	120	144	Val pan 12 hr Mit circs 6 hr Acad Mis 6 hr	Writing a paper for Journal of Higher Education on the Impact of the OfS on Arts subject areas. Presenting at TECP Creates annual conference.