Annex 1 Remission applying to Grimsby Institute staff and other areas who adopt this process.

1.1.0 Remission

1.1.1 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.

1.1.2 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

1.1.3 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.

1.2.0 The remission process

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

- HEQIC - The provision of and outcomes of scholarly remission are monitored at HEQIC.
- Vice Principal – The Vice Principal should set the targets for remission in their area and set the strategic expectations.
- Associate Principal - Is responsible for overseeing remission purchase in their area.
- Curriculum Manager – Is responsible for operationally completing the remission process and ensuring completion by staff.

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

1.2.3 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.

1.2.4 Where staff fail to meet these criteria either by lack of submission or their plans have been rejected by the Associate Principal (or equivalent) the staff member will not receive the 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.

1.2.5 Staff have the right to appeal to their Vice Principal should their application be unsuccessful.   This should be completed in writing with all correspondence from Associate Principal attached.

1.2.6 Following approval the Associate Principal should add the plans for the year to the papers in HEQIC on The Remission Tracker (Appendix A). The deadline for scholarship plans for continuing staff and new staff will be set by the chair of HEQIC.

1.2.7 Whilst the HEQIC 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.

1.2.8 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.

1.2.9 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 staff member has written 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 and/or in an internal publication;

-Attracting 60 hours of remission - A project which has involved an empirical assessment of impact of any activity of the TEC Partnership with a paper being presented at the TEC Partnership Conferences and/or in an internal publication;

-Attracting 80 hours of remission – A project which has involved an artistic/performance work with a substantial written evaluation of the theoretical underpinning of the work, and its impact on pedagogy or our communities;

-Attracting 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 the TEC Partnership Teaching and Learning -Conference or other conferences and/or in an internal or external publication;

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

-       Associate Principals 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;

-       HEQIC will produce an annual report on Research and Scholarship.

1.3.0 Remission Time

1.3.1 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.

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

1.3.3 Remission has two elements: scholarly and assessment.

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

1.3.5a If a member of teaching staff teaches solely on a 25-week (+6) model bids for remission should include 6 assessment weeks of 24 hours. This equates to 144 hours for a full time equivalent.

1.3.5b If a member of staff teaches on a 28-week (+6) model or mixed delivery model the hours for remission should be variable dependent on the number of teaching hours delivered on the 25 (+6) model. Applications will vary between 72 and 144 hours for the assessment periods.

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.

Weeks	Hours / week	Hours Taught	Scholarship Activity	Moderation Allowance	Total
25 (+6)	24	600	120	144	864
28 (+6)	24	672	120	72	864
36 weeks delivery	24	864	0	0	864

1.3.7 In order to assist in the calculation the PL and the CM should use HE04B Remission calculator and HE04C Remission Guidance.

Remission Tracker

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.