**2021/22 Research and Scholarly Activity Remission Form**

|  |  |
| --- | --- |
| Name |  |
| Department |  |

Only bids submitted on this form can be accepted for remission for research and scholarly activity. Please complete all sections of this form.

The data gathered here will be stored by the institute for 4 years.

**Part A – Applicant Review of 2020/2021 Research and Scholarly Activity**

Did you have remission hours purchased in academic year the previous academic year? **Yes/No** (delete as appropriate).

If your answer above is yes please provide a short reflection on your research and scholarly activity and the impact this had on your HE practice below.

A1 - Purchased Activity

|  |
| --- |
| * State the number of hours purchased in the previous year.
* State what you purchased these hours for.
* State what you delivered towards these targets.
* Eg. Internal Conference, External conference, journal article published internal (sent to heqa + date sent), journal article published externally (date of evidence of submission to journal sent to heqa).
* Please note you may have delivered something different to the purchased description but the impact should be similar.
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A2 - Additional Activity

|  |
| --- |
| Please state any activities you have conducted in addition to the purchased activities:* Art show
* Performances
* Conference Attendance
* Conference Presentations
* Qualifications gained or parts gained eg. 60 credits towards Masters
* Professional body Membership gained or updated
* External Examiner Work
* Back to floor time spent
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A3 – Reflection on Impact (500 Words)

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| * Please review box A1 and A2 and reflect on the impact of your activities.
* How has the activity informed your teaching?
* How has it impacted your colleagues’ practice?
* Please write 500 words
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**Part B – Curriculum Manager review of Research and Scholarly Activity**

Please provide an assessment of the impact of the Research and Scholarly Activity carried out by the applicant in the previous year (if applicable).

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**Part C – 2021/2022 Remission Application**

Appendix A - Remission Form (please delete guidance in red before submission)

|  |  |  |
| --- | --- | --- |
|   |   | Confirmation (Leave blank)  |
| Name  |   |   |
| Department  |   |   |
| Line Manager  |   |   |
| Contract Details (Amount of HE Teaching)  | 1.0 / 0.8 / 0.5 |   |
| HEA Fellowship Status  | None / Associate Fellow / Fellow / Senior Fellow  |   |
| Highest Qualification Level  | Bachelors / Masters / Doctorate  |   |
| PGCE  | Yes / No  |   |
| Qualifications being undertaken  | Name(s) of qualification(s) |   |
| Number of teaching hours expected |  |  |
| Assessment hours claimed  |   |   |
| Registry  | Hours Claimed (20% of Scholarship hours) | Confirmation (Leave blank)  |
| Eg. Mitigating Circumstances  | Eg. 5  |   |
| Eg. School Ethics Coordinator  | Eg. 20  |   |
|  Insert rows as required |   |   |
| Research / Scholarship Type  | Details(80% of hours for these activities) | Hours | Confirmation (Leave Blank) |
|  | Please complete this section to demonstrate:* the area you would like to do research / scholarship in;
* who will be working with you on the project;
* State clearly the methodology type you are planning to use;
* what form will the outcome be e.g. presentation, article, performance etc;
* where will this be published and or presented;
* what are the likely impacts of the project for our teaching, business, students or communities?
* Please include commitment to update in Community and Practice
 | Hours claimed |  |
|  | Please complete this section to demonstrate:* the area you would like to do research / scholarship in;
* who will be working with you on the project;
* State clearly the methodology type you are planning to use;
* what form will the outcome be e.g. presentation, article etc;
* where will this be published and or presented;
* what are the likely impacts of the project for our teaching, business, students or communities?
* Please include commitment to update in Community and Practice
 |  |  |
| Signature of Staff Member DateSignature of Curriculum Manager Date |  |

|  |  |
| --- | --- |
| AP Decision | Remission Approved / Remission Rejected  |
|  |  | Yes  | No |
|  | The staff member delivered scholarship to the level purchased in the previous year |  |  |
|  | The staff member has provided a reflection on the previous year |  |  |
| HE Activities 20% time | HE Activities –requested activities match Institute and Faculty priorities  |  |  |
| Research and Scholarship Acceptance Criteria80% time | The hours of remission requested are in line with the policy  |  |  |
| The activities are definable as research and scholarship. |  |  |
| There is likely to be an impact on pedagogy, Institute Practices, our students or within our communities |  |  |
| Comments of the AP |  |
| Deadline for resubmission |  |