**Devolution Statement for the School/ Department/ Faculty of :**

Interactions, responsibilities and accountabilities for decision making in respect of Teaching and Learning and specifically QA responsibility for the programmes run in the School/ Department/ Faculty of [ ] at UNMC and/ or the School /Department/ Faculty of [ ] at UNNC for which the School/Department/Faculty of [ ] at UNUK holds ultimate responsibility and accountability (together the ‘Parties’).

**List of Programmes to which this document applies**

|  |  |
| --- | --- |
| **Code** | **Qualification and title[[1]](#footnote-1)** |
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**Document rationale**

The University of Nottingham Quality Manual[[2]](#footnote-2) provides: “*Where QA responsibilities have been delegated to particular individuals or units on the international campuses, this should be formally documented and appropriate protocols put in place.*” This document seeks to record these interactions, accountabilities and responsibilities.

**Scope of document**

This document seeks only to provide clarification on the interactions, accountabilities and responsibilities of the relevant role-holders across the campuses of the University of Nottingham in relation to taught programmes; it is not a role profile for these role-holders.

**General Principles**

**Local issues**

The general areas for which full accountability should be taken locally in the School/Department/ Faculty (designated as ‘local’) are as follows:

1. Admissions at their campus;
2. Student experience at their campus;
3. Assessment processes at their campus (but not standards of assessment );
4. Local staffing matters, including human resource planning and recruitment;
5. Resources and facilities.

This accountability will be distributed between the Heads of School/ Department/ Faculty, Directors of Teaching and other role holders within the School/ Department/Faculty as appropriate and agreed locally. Local accountability does not preclude the School/ Department/ Faculty from seeking advice and counsel when required and for informing the other campuses of significant changes.

**Issues typically requiring cross-campus consultation**

The general areas that should be discussed and agreed between the Parties (designated as ‘cross-campus’) are:

1. Curriculum changes and any matters that could affect teaching provision (including requirements for resource and facilities), student mobility or accreditation at other campuses;
2. Overall standards of assessment and degree award;
3. Any matter that could potentially affect the reputation of the School, Department, Faculty or University.

‘Cross-campus’ decisions will be made on a consensual basis, taking into account the needs of the Parties (e.g. accreditation, league tables, recruitment) and the students on each campus on which the programme is delivered.

It is expected that in the vast majority of cases, consensus will be possible whereby the needs of the University in all its countries of operation can be best served. In cases where consensus cannot be reached, the matter will be referred to the relevant Faculty PVC (or delegated nominee) for decision.

It is acknowledged that there are some programmes which only operate on a single campus. In those cases it may be more appropriate to devolve the responsibility for certain actions entirely to that campus. In all such cases, the programme will reviewed at the UK campus through a review of External Examiner Reports and Annual Monitoring information.

The following lists are intended to illustrate the general principles outlined above, but are not intended to be exhaustive.

**Issues where responsibility is local to each campus (to include any requirements for input from other campuses):**

|  |  |
| --- | --- |
| Staff | Brief description (who/what/when) |
| Staff resource planning and staff recruitment;  |  |
| Staff performance; |  |
| Appointment to administrative roles (e.g. examinations officer, tutor etc.); |  |
| Appointment of staff mentors; |  |
| Appointment of module convenors and other teaching duties; |  |
| PDPR reviews and recommendations; |  |
| Career development and promotion of academic staff;  |  |
| Confirmation of new staff and the criteria for this; |  |
| General management of staff including workload. |  |
| Admissions | Brief description (who/what/when) |
| Changes to admissions criteria; |  |
| Changes to student admissions targets/numbers etc. |  |
| Student Experience | Brief description (who/what/when) |
| Responsibility for the overall student experience – any significant changes in e.g. Nottingham Student Experience Survey results and results or other indicators should be reported cross campus to School Teaching Committee; |  |
| Running of LCF meetings and providing feedback to students on implementation; |  |
| Arrangement of SEM, SET, peer observation and other teaching quality assurance and improvement measures; |  |
| Student welfare and tutorial arrangements; |  |
| Student appeals and complaints – only a complaint or appeal that highlights a potential problem with Teaching Quality Assurance procedures need be reported to School Teaching Committee. Whilst formal student complaints will be investigated locally they will be administered from the UK. Student appeals that have reached review stage will be considered by the Director of Academic Process in the UK or their delegate as appropriate; |  |
| Processing of student academic misconduct cases. |  |

**Issues where responsibilities remain at the discretion of the School / Department / Faculty to be either applied cross-campus or retained locally:**

|  |  |
| --- | --- |
| Assessment and degree award | Brief description (who/what/when) |
| Assessment of students, including setting of examination papers, marking and moderation processes and timely presentation of moderated marks to exam boards – where agreed, other campuses may assist in exam paper moderation; |  |
| Operation of the processes for considering extenuating circumstances claims; |  |
| Appointment of External Examiners - (Note it is always responsibility of the UK Department to liaise with Academic Services) but they will consult UNMC and UNNC (as appropriate) before any new appointment, including to request nominations; |  |
| Operation of Examination Boards, reporting of marks and decisions on the level/classification of award. |  |
| Curriculum Information | Brief description (who/what/when) |
| Maintenance of programme, module and other documentation and monitoring to ensure that these are consistent cross-campus; |  |
| Responses to External Examiner reports and Annual Monitoring information; |  |
| Accreditation submission documentation and reports, and visit arrangements – UNUK will support this by sending staff for visits if appropriate; |  |
| Work and other placement arrangements; |  |
| Introduction of a new module or any change to the learning outcomes of a module or any other significant change; |  |
| Withdrawal or suspension of a module.  |  |
| Other | Brief description (who/what/when) |
| Health and safety of students and staff.  |  |

**Issues where responsibility is assigned to one campus for activities in that School / Department / Faculty on all campuses:**

|  |  |
| --- | --- |
| Teaching Quality Assurance | Brief description (who/what/when) |
| Introduction of a new programme of study or the significant modification of a programme; |  |
| Withdrawal or suspension of a programme of study; |  |
| Review of External Examiner Reports and Annual Monitoring information;  |  |
| Review of Devolution Statement. |  |
| Student mobility | Brief description (who/what/when) |
| Arrangements for inter-campus transfer and exchange. |  |
| External agreements | Brief description (who/what/when) |
| Establishment of any new Memoranda of Understanding or Agreement. |  |

**Please note that the above is not an exhaustive list and the expectation is that Schools will add rows to relevant sections where any elements of programme delivery are not covered.**

**Form Completed by (name/role):**

**Form Signed off by Head of School with responsibility for the Devolution Statement: (the Heads of School at each campus to which the Statement applies should sign)**

**Date:**

1. It is assumed, unless otherwise stated, that any fallback awards associated with this list are also covered by this documentation [↑](#footnote-ref-1)
2. http://www.nottingham.ac.uk/academicservices/qualitymanual/curriculum/international-campuses-and-quality-assurance.aspx [↑](#footnote-ref-2)