

**Statement of Responsibility – 2020/21**

School/ Department/ Faculty at UNM:

School/ Department/ Faculty at UNNC:

School/ Department/ Faculty at UNUK:

The Quality and Standards Committee (QSC) has responsibility and accountability for Quality Assurance (QA) at the University of Nottingham. Within that framework, individual Schools/Departments/Faculties have local responsibilities and accountabilities for decision making in respect of Teaching and Learning, and specifically have QA responsibility for the programmes delivered.

The University of Nottingham Quality Manual[[1]](#footnote-1) states: “*Where Quality Assurance responsibilities have been delegated to particular role holders or units on the international campuses, this should be formally documented and appropriate protocols put in place.*”

This document seeks to record the interactions, accountabilities, and responsibilities of the relevant role-holders, across the campuses, in relation to taught programmes.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Qualification and title[[2]](#footnote-2)** | **Campus** | **Programme Type3** |
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**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 every 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.

**Issues typically assigned to one campus for activities on all campuses**

The general areas that are typically assigned to one campus for activities on all campuses are:

1. Introduction and withdrawal of programmes (including monitoring of programmes) and review of statement of responsibilities;
2. Arrangements for inter-campus transfer and exchange;
3. Establishment of Memoranda of Understanding or Agreement.

Whilst it is acknowledged that responsibility for these areas will typically be assigned to one campus, there is an expectation that all campuses will be consulted with – these interactions should be noted on this document.

It is acknowledged that there are some programmes which only operate on a single campus. In those cases the Head of School of the delivering unit has ultimate responsibility for QA. In all such cases, the programme will be reviewed at the UK campus through a review of external examiner reports and monitoring information. **(Note, campus-specific programmes should not be recorded on this document).**

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

In the case of mirror programmes, the unit whose programme is being mirrored is designated as holding local QA responsibility for the programme at each of UNUK, UNNC and UNM. Where that responsibility and accountability is delegated to role holders and units at UNNC or UNM, this should be recorded accordingly below.

In the case of global programmes delivered at two or more campuses, the units delivering the programme should agree where QA responsibility and accountability lies, this should be recorded accordingly below.

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

|  |  |  |
| --- | --- | --- |
|  | Mirror programmes | Global programmes  |
| Staff | Brief description (role holder/what/when) | Brief description (role holder/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; |  |  |
| ADC 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 (role holder/what/when) | Brief description (role holder/what/when) |
| Changes to admissions criteria; |  |  |
| Changes to student admissions targets/numbers etc. |  |  |
| Student Experience | Brief description (role holder/what/when) | Brief description (role holder/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 Student Services Development 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:**

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| --- | --- | --- |
|  | Mirror programmes | Global programmes |
| Assessment and degree award | Brief description (role holder/what/when) | Brief description (role holder/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 Student Services) but they will consult UNM 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 (role holder/what/when) | Brief description (role holder/what/when) |
| Maintenance of programme, module and other documentation;  |  |  |
| Monitoring to ensure that programme, module and other documentation are consistent cross-campus; |  |  |
| Responses to external examiner reports and monitoring information; |  |  |
| Accreditation submission documentation and reports, and visit arrangements – UNUK will support this by sending staff for visits if appropriate (virtually, or in person); |  |  |
| 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 (role holder/what/when) | Brief description (role holder/what/when) |
| Health and safety of students and staff.  |  |  |

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

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| --- | --- | --- |
|  | Mirror programmes | Global programmes |
| Teaching Quality Assurance | Brief description (role holder/what/when) | Brief description (role holder/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 monitoring information;  |  |  |
| Review of Statement of Responsibility. |  |  |
| Student mobility | Brief description (role holder/what/when) | Brief description (role holder/what/when) |
| Arrangements for inter-campus transfer and exchange. |  |  |
| External agreements | Brief description (role holder/what/when) | Brief description (role holder/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 Statement of Responsibility: (the Heads of School at each campus to which the Statement applies should sign)**

**Date:**

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

#### 3 Types of programme:

**Campus-specific programmes:** where a programme is only delivered at one campus. Please note campus-specific programmes do not need to be recorded on this document. The Head of School of the delivering unit has ultimate responsibility for QA.

**Mirror programmes:** where a programme is very similar to a programme delivered on another campus. The title is the same unless there is a local ministry or professional, statutory or regulatory body requirement to differ. Learning outcomes are the same and at least 75% of the compulsory modules are the same.

**Global programmes:** where a programme is jointly delivered by two campuses or across all three campuses, and where students transfer between campuses during their study. [↑](#footnote-ref-2)