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| Overview of STAFF RESPONSIBILITIES at TEESSIDE UNIVERSITY AND PARTNER |

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| **Document Owner:** Student Learning & Academic Registry  **Version number: 7.0**  **Effective date:** September 2023 (Academic Year 2023-24)  **Date of next review:** July 2024  *This document is part of the University Quality Framework, which governs the University’s academic provision.* |



**Student Learning and Experience Committee**

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**The Senior Management Teams in both institutions have the overall responsibility for ensuring that all oversight takes place within their School/Institution.**

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| **Management and Liaison** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify Partner's staff development needs and arrange for their provision |  | S | O | O | L | S | S |  |  | O | L | S |  |  | O | L | S |  |  | O | L | S |  |

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| Responsibility for exchange of Teesside University (TU) regulations and procedures |  |  | O | O | S |  |  | L |  | O | A | A | L |  | | O | A | A | L |  | O | A | A | L |
| Liaison – exchange of schemes of work and teaching material |  |  | O | O | A | L | S | S |  | O | L | S | S |  | | O | L | S | S |  | O | L | S | S |
| Agree a timetable for the delivery of the course with the Partner |  |  | O | O | A | L | S | S |  | O | L | S | S |  | | O | L | S | S |  | O | L | S | S |
| Liaise in respect to the online registration of students at the Partner |  |  | O | O | A | L |  | L |  | O |  |  | L |  | | O |  |  | L |  | O | L |  | L |
| Management of Student Induction |  |  | O | O | A | L | S |  |  | O | L | S |  |  | | O | L | S |  |  | O | L | S |  |
| Liaise in respect of the production, annual updating and subsequent approval of the Course Handbook by TU School |  |  | O | O | A | L |  | S |  | O | L |  | S |  | | O | L |  | S |  | O | L |  | S |

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| **CME Responsibilities – to assure/ensure (execution of)** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Management and oversight of accreditation arrangements in International Partner’s country | O | S | L |  | S |  |  | S | L | | S |  |  | S | Not applicable | | | | | | Not applicable | | | | | |
| Resources necessary to deliver the course are maintained |  |  | O | O | A | L |  |  | O | | S | L |  |  | O | | S | L |  |  | O | | S | L |  |  |
| Recording of any staff changes at the Partner Institution and that any new staff are agreed by the School prior to commencing teaching |  |  | O | O | L | A | A | S | O | | L | A |  | S | O | | L | A |  | S | O | | L | A |  | S |
| Minuted Student Meeting as part of Annual Quality Enhancement Visit |  |  | O | O | L | A |  | S |  | | O | L |  | S |  | | O | L |  | S |  | | O | L |  | S |

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| Production of Annual Quality Enhancement Visit Report (QEV) |  |  | O | O | L | S | S |  |  | | S | S | S |  |  | | S | S | S |  |  | | S | S | S |  |
| Minuted Staff/Student Course Board Meeting |  | S | O | O | L | L |  |  |  | |  | L |  |  |  | |  | L |  |  |  | |  | L |  |  |
| Module Evaluations by Module Tutors |  |  | O | O | A | S | L |  |  | | O | S | L |  |  | | O | S | L |  |  | | O | S | L |  |
| Student Course Evaluations |  |  | O | O | O | L |  | S |  | | O | L |  | S |  | | O | L |  | S | S | | O | L |  | S |
| Assessments are subject to moderation process |  |  | O | O | A | L | L | S |  | | A | O | L | S |  | | A | O | L | S |  | | A | O | L | S |
| Assessment and examination procedures are followed |  |  | O | O | A | L | L | S |  | | O | L | L | S |  | | O | L | L | S |  | | O | L | L | S |
| Attendance at appropriate Assessment Boards and liaise with External Examiners |  |  | O | O | A | L | L | S |  | | O | L | L | S |  | | O | L | L | S |  | | O | L | L | S |

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| Notify the Partner of assessment decisions |  |  | L | L | S | S |  | L |  | | L | S |  |  |  | | L | S |  |  |  | | L | S |  |  |
| The appropriate exchange of Module and External Examiners Reports |  | S | O | O | A | L | L | S |  | | A | L | L | S |  | | A | L | L | S |  | | A | L | L | S |
| Provision of assessment feedback to include commentary on standards of work, marking and feedback |  |  |  |  | A | O | O |  |  | | O | L | L |  |  | | O | L | L |  |  | | O | L | L |  |
| Updating Continuous Monitoring and Enhancement processes takes place throughout the academic year and a Partner Report (PR) is produced in August/September | L | L | O | O | A | A |  |  | O | | L | S |  |  | O | | L | S |  |  | O | | L | S |  |  |
| Peer observation |  |  | O | O | A | L |  |  |  | | O | L |  |  |  | | O | L |  |  |  | | O | L |  |  |

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| **Production of Addendum** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Approval of Addendum | O |  | L | L | S | S | S | S | L | | L | S | S | S | L | | L | S | S | S | L | | L | S | S | S |
| Monitor compliance to the Course Specific Addendum to the Operations Manual |  |  | O | O | A | L | S | S | O | | L | L | S | S | O | | L | L | S | S | O | | L | L | S | S |
| Annually review and communicate changes to the Addendum to the Operations Manual | O |  | L | L | A | L | S | S | A | | O | L | S | S | A | | O | L | S | S | A | | O | L | S | S |
| **Module Responsibilities** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| Ensure adherence to the Module Specification |  |  |  |  | L | S | L |  | A | | O | S | L |  | A | | O | S | L |  | A | | O | S | L |  |
| Ensure adherence to the Course Specification and Course Handbook |  |  |  |  | L | L | S |  | A | | O | L | S |  | A | | O | L | S |  | A | | O | L | S |  |

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| Ensure adherence to the University Quality Framework, Policies and Procedures |  |  | O | O | L | L | L |  | L | | L | L |  |  | L | | L | L |  |  | L | | L | L |  |  |
| Academic oversight of a module / Liaise with the Partner Module Leader |  |  |  |  | A | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |
| To agree localisation of material/content where appropriate |  |  | O | O | S | L | L |  |  | |  | L | L |  |  | |  | L | L |  |  | |  | L | L |  |
| Make available teaching and support materials provided to TU students |  |  |  |  | A | O | L |  |  | |  | L/O | L |  |  | |  | L/O | L |  |  | |  | L/O | L |  |
| Produce module assessments and assessment criteria |  |  |  |  | A | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |
| Setting and marking assessments |  |  |  |  | A | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |
| To moderate assessments set by the Partner Module Tutor |  |  |  |  | A | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |
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| To moderate student summative assessed work |  |  |  |  |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |
| Collate results of assessments |  |  |  |  | O | O | L | S |  | |  | O | L | S |  | |  | O | L | S |  | |  | O | L | S |
| Ensure that written assessment feedback is given in accordance with TU Guidelines |  |  |  |  | O | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |
| To advise on assessment feedback given to students |  |  |  |  | S | S | L |  |  | |  | S | L |  |  | |  | S | L |  |  | |  | S | L |  |
| To submit a Module Evaluation Report at the end of each module’s delivery |  |  |  |  | O | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |
| To collaborate on module review with Module Teams and Partner |  |  |  |  | A | O | L |  |  | | O | O | L |  |  | | O | O | L |  |  | | O | O | L |  |
| Notify amendments to a TU module delivered by a Partner |  |  | O | O | A | O | L | S |  | | O | O | L | S |  | | O | O | L | S |  | | O | O | L | S |

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| The production of a Module/File Box |  |  |  |  | O | O | L |  |  | |  | O | L |  |  | |  | O | L |  |  | |  | O | L |  |