

Programme Director Role

1. Main Purpose

The programme director:

- 1) manages the overall organisation and coherence of the programme, particularly the contribution of the mandatory units to the intended learning outcomes of the programme;
- 2) has responsibility for the day to day running of the programme;
- 3) carries out specific responsibilities for the maintenance and enhancement of quality, academic standards and the student experience.

Programme directors are appointed by the Head of School and the role will be acknowledged appropriately in workload allocations. The additional co-ordination and leadership for interdisciplinary programmes will be taken into account.

An individual may be programme director for a number of programmes.

Each taught programme and taught components of postgraduate research degree programme will have a programme director.

Programme directors will be familiar with the Regulations and Code of Practice for Taught Programmes and any other regulations that relate to their programme.

2. Joint honours and interdisciplinary programmes

A programme director will be appointed from the home school or faculty.

3. The programme team

The programme director will be supported by a programme team, membership of which will include representatives of all schools involved in the delivery of the programme and is drawn from the relevant unit directors (suggested membership of around 4 to 6 academic staff members). Students may also be members and should be invited to attend relevant meetings. The team may be responsible for the curriculum of more than one programme.

4. Responsibilities

The programme director is responsible for:

Education leadership

- 4.1 developing the programme within the context of the discipline, research-led education, the strategic priorities of the Faculty and University, innovative pedagogic and assessment practice and external reference points (e.g. external accreditation requirements).

Provision of information

- 4.2 reviewing and updating the programme specification at least annually;

4.3 working with relevant recruitment and admissions role holders about marketing, recruitment and admissions information and plans for the programme;

4.4 reviewing materials and resources for students relating to the programme.

Assessment and feedback

4.5 developing and delivering the assessment strategy for the programme;

4.6 advising the Head of School in the nomination of external examiners and liaising with the appointed external examiner, where relevant;

4.7 oversight of the assessment and return of coursework to students within the agreed timescales.

Student progression and attainment

4.8 oversight of student progression and attainment, attendance at Examination Boards, monitoring student outcomes and initiating action at programme level if required.

Quality assurance and enhancement

4.9 ensuring student feedback is collected and analysed and that appropriate actions taken are reported back to students;

4.10 completing the annual review of programmes and liaising with the School Education Director to ensure actions are recorded in the School's Education Action Plan (EAP), actions are carried out and updated in the EAP;

4.11 representing the programme in periodic internal and external quality assurance reviews, for example, University Quality Team interactions, Professional, Statutory and Regulatory Body visits.

5. Other Decisions

The programme director, with relevant colleagues in the School and Faculty, contributes to decisions on requests for:

5.1 recognition of prior learning;

5.2 suspension and extension of study;

5.3 Intercalation.

6. Liaison with other roles

Programme directors will work closely with a number of role holders at School and Faculty levels, in particular, the School Education Director (or equivalent) and relevant unit directors.

*Approved by University Education Committee
14.05.2019*