

Departmental responsibilities relating to taught postgraduate programmes and students

	Responsible <i>[insert name(s) and job title]</i>
Formal departmental contact for taught postgraduate students	Mrs Claire Cox, PGT administrator and Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term).
Induction	Prof Tim Hatton, PGT Director
Arrangements for providing cohort-level guidance on module choices, progression etc	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term).
Arrangements for providing cohort-level guidance on dissertations	Dr Stefan Niemann, PGT Director (spring and summer term).
Arrangements for providing individual personal/tutorial support	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term).
Approving student requests to intermit, withdraw, change course, special syllabus	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term).
Employability	Dr Helen Weeds, Careers Link Coordinator
Promoting and advising on student mobility	Dr Matthias Parey, Study Abroad Coordinator
Study Skills	Dr George Symeonidis, Study Skills Coordinator
Advising students on scholarships and studentships	Mrs Claire Cox, PGT administrator and Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term).
Attendance monitoring/progress retention – reviewing attendance/progress data and meeting students whose attendance/progress is unsatisfactory/at risk	Mrs Claire Cox, PGT administrator (monitoring, reviewing and retention) and Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) (meeting with students).
Plagiarism and Academic Offences	Dr George Symeonidis and Prof Eric Smith, Head of Department.
Monitoring provision of feedback on coursework	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Annual structures update	Departmental Administrator
Updating module directory	Departmental Administrator (lead), Mrs Claire Cox, PGT administrator
Annual Monitoring Report	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) (lead) and Mrs Claire Cox, PGT administrator (support)
Considering External Examiner Reports	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term), Dr George Symeonidis, Teaching and Learning co-ordinator.
Reviewing PTES results	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) and Dr Gordon Kemp, PG SSLC Coordinator, Dr George Symeonidis, Teaching and Learning co-ordinator.
Periodic Review	Prof Eric Smith, Head of Department (lead), Prof

	Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) and Departmental Administrator (support)
Annual update of Student Handbook	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) and Mrs Claire Cox, PGT Administrator
Providing information on courses for website and prospectus	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) and Mrs Claire Cox, PGT Administrator
Recruitment events	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) and Mrs Claire Cox, PGT Administrator
Admissions - Policy	Prof Eric Smith, HoD, Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Admissions – Selection	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) and Dr Gordon Kemp, Deputy PGT Director
Chair of Extenuated Lateness committee (as appropriate)	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Chair of Extenuated Circumstances committee	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Chair of Exam Pre-Board	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Chair of Graduate Staff Student Liaison Committee	Dr Gordon Kemp, PG SSLC Coordinator
Leading on PGT matters at Departmental Meetings	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Disseminating information on PGT policy and procedures	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term) and Claire Cox, PGT Administrator
Attending Graduate Directors Meetings/responding to consultation on PGT matters	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Membership of Faculty Board	Prof Tim Hatton, PGT Director (autumn term) and Dr Stefan Niemann, PGT Director (spring and summer term)
Placements (as appropriate)	
Accreditation (as appropriate)	

To be completed annually by the Head of Department. A copy of the completed form should be returned to the Academic Registrar and the list of responsibilities published on the department's website. A copy should also be sent to the Faculty Manager.

Where more than one member of staff has responsibility for an area, the division of responsibility and/or lead member of staff should be indicated.

Owner: Academic Section
Review: Annual
Publish: Start of summer term