

## Departmental responsibilities relating to undergraduate programmes and students

	Responsible <i>[insert name(s) and job title]</i>
Formal departmental contact for undergraduate students	Miss Sharon Ridley and Mrs Heidi Wiggam, UG Administrators Dr Gianluigi Vernasca, UG Director
Induction	Dr Gianluigi Vernasca, UG Director Dr Carlos Carrillo-Tudela, Professor Tim Hatton, Dr Jonathan Halket, Mr Ben Etheridge, Professor Marcus Chambers, Mr David Deller and Mr Roy Bailey, Lecturers of 1 <sup>st</sup> year modules TBA, Departmental Administrator Miss Sharon Ridley, UG Administrator for 1 <sup>st</sup> year students
Arrangements for providing cohort-level guidance on module choices, progression etc	Dr Gianluigi Vernasca, UG Director Dr Carmen Li, Deputy UG Director (2 <sup>nd</sup> and Final year students) Mr Ben Etheridge, Deputy UG Director (1 <sup>st</sup> year students)
Arrangements for providing cohort-level guidance on projects/dissertations	Professor Sheri Markose, Project Co-ordinator Mrs Heidi Wiggam, UG Administrator (2 <sup>nd</sup> and Final year students)
Arrangements for providing individual personal/tutorial support	Senior Staff
Under 18s Link	Miss Sharon Ridley, UG Administrator (1 <sup>st</sup> year students)
Approving student requests to intermit, withdraw, change course, special syllabus	Dr Gianluigi Vernasca, UG Director
Employability	Dr Helen Weeds, Careers Link Co-ordinator
Promoting and advising on student mobility	Dr Matthias Parey, Study Abroad Co-ordinator
Study Skills	Dr George Symeonidis, Teaching and Learning (including Study Skills) Co-ordinator)
Attendance monitoring/progress retention – reviewing attendance/progress data and meeting students whose attendance/progress is unsatisfactory/at risk	Miss Sharon Ridley and Mrs Heidi Wiggam, UG Administrators (Monitoring) Professor Melvyn Coles, Progress Panel member Dr Gianluigi Vernasca, UG Director, Mr Ben Etheridge, Deputy UG Director for 1 <sup>st</sup> year students, Dr Carmen Li, Deputy UG Director for 2 <sup>nd</sup> and Final Year students (Meeting)
Plagiarism and Academic Offences	Professor Eric Smith, Head of Department (Plagiarism) Professor Melvyn Coles, Academic Offences Panel member
Monitoring provision of feedback on coursework	Dr Gianluigi Vernasca, UG Director
Annual structures update	TBA, Departmental Administrator

Updating module directory	TBA, Departmental Administrator (Lead) Miss Sharon Ridley and Mrs Heidi Wiggam, UG Administrators
Annual Monitoring Report	Dr Gianluigi Vernasca, UG Director (Lead) TBA, Departmental Administrator (Support)
Considering External Examiner Reports	Dr George Symeonidis, Teaching and Learning Committee Chair (Lead) Teaching and Learning Committee members Departmental Committee
Reviewing NSS/SSS results	Dr George Symeonidis, Teaching and Learning Committee Chair (Lead) Teaching and Learning Committee members Departmental Committee Staff Student Liaison Committee
Periodic Review	Professor Eric Smith, Head of Department Dr Gianluigi Vernasca, UG Director TBA, Departmental Administrator (Leads)
Annual update of Student Handbook	Dr Gianluigi Vernasca, UG Director (Editor) Miss Sharon Ridley and Mrs Heidi Wiggam, UG Administrators (Production)
Providing information on courses for website and prospectus	Dr Gianluigi Vernasca, UG Director
Visit Days/Open Days	Dr Carlos Carrillo-Tudela, Student Recruitment Co-ordinator (Lead) Drs Gianluigi Vernasca, Holger Breinlich, Abhishek Chakravarty, Daniele Condorelli, Ben Etheridge, Rowena Gray, Jonathan Halket, Ioannis Litsios, Matthias Parey, David Reinstein, Luis Vasconcelos and Greg Wright.
Schools liaison/outreach	Dr Carmen Li
Admissions - Policy (including where appropriate Clearing, liaison with International Academy, 2 <sup>nd</sup> Year Direct Entry)	Professor Eric Smith, Head of Department Dr Gianluigi Vernasca, UG Director
Admissions - Selection (including where appropriate Clearing, liaison with International Academy, 2 <sup>nd</sup> Year Direct Entry)	Dr Gianluigi Vernasca, UG Director and Admissions Co-ordinator (including Clearing, Liaison with the IA and 2 <sup>nd</sup> Year direct entry) Dr Ioannis Litsios, Mr Ben Etheridge and Dr Jonathan Halket, Admissions Selectors
Chair of Extenuated Lateness committee	Dr Gianluigi Vernasca
Chair of Extenuated Circumstances committee	Dr Gianluigi Vernasca
Chair of Exam Pre-Board	Dr Gianluigi Vernasca
Chair of Staff Student Liaison Committee	Dr David Reinstein
Leading on UG matters at Departmental Meetings	Dr Gianluigi Vernasca

Disseminating information on undergraduate policy and procedures	Dr Gianluigi Vernasca, UG Director TBA, Departmental Administrator
GTA co-ordination	Professor Marcus Chambers
Attending Undergraduate Directors Meetings/responding to consultation on UG matters	Dr Gianluigi Vernasca
Membership of Faculty Board	Dr Gianluigi Vernasca Professor Tim Hatton (Autumn Term) Dr Stefan Niemann (Spring and Summer Term)
Placements (as appropriate)	N/A
Accreditation (as appropriate)	N/A

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