

SGUL Course Directors' Guide 24-25

Summary

The purpose of this document is to provide guidance to new and current Course Directors (CD) regarding the range of activities involved in efficient course operation and course excellence. This is **not meant to be a list of tasks that *must* be completed** as **there will be variation between courses** in some instances. It is also expected that some of the activities/responsibilities outlined here will be the immediate responsibility of the other members of the course team, in particular the Deputy Course Director (DCD), Admissions Tutor (AT), Module Leads (ML) and Course Administrator (Admin). The second column suggests who that person of immediate responsibility may be, although some courses may not be large enough to warrant all these roles so **there will be variation**. Undergraduate courses typically have Year Leads, Examination Leads as well as an overall Chief Examiner. However, **most** postgraduate taught programmes operate without examination leads; instead, **usually** the CD has this role.

Ultimately, the Course Director should have ultimate strategic oversight for all elements of the programme of study.

The Centre Heads for Biomedical Education, Clinical Education and Allied Health are there to support in your role as is the Deputy Head of the Graduate School (Taught Programmes; most postgraduate programmes).

N.B. It is a requirement that the senior course leadership team (Course Directors and Deputy Directors) includes a non-clinical academic. The university appreciates the significant pressures placed on clinical staff to balance all elements of their job (clinical and non-clinical) and feel that this approach will help to manage course responsibilities.

1. PROGRAMME LEADERSHIP	Suggested lead for action/process and/or those involved
Ensure that the overall curriculum meets the programme learning outcomes	CD
Ensure good alignment between learning outcomes, mode of delivery and assessment, encouraging regular curriculum review and development	CD with DCD and Chief Examiner
Meet with students to discuss matters of concern regarding potential fitness to study and practise issues.	CD
Check Progression and award grids in detail (bearing in mind the impact on student if there are errors on the grid)	Chief Examiner and Admin or Exams

	Team (Registry) for sign off by Board of Examiners Chair
To keep the appropriate Institute Director, Head of Graduate School etc informed about the running of the programme	CD
To ensure that the programme team operate effectively, including delivery of lectures and tutorials, and provision of assessment questions and associated marking	CD
2. ORGANISATION AND MANAGEMENT	Suggested lead for action/process and/or those involved
Agree a schedule of meetings for the academic year including course management meetings, student-staff consultative committees, Course committees (at least 2 per year) and Board of Examiner meetings as applicable (should be agreed ~March for the following academic year). Course leads are responsible for noting meeting dates; it is NOT the responsibility of the administrator to manage the CD/DCD diaries	CD and Admin
Chair a regular Course Committee that includes student representation to share information and ensure the smooth running of the programme	CD (DCD can deputise)
Attend Course Committee meetings (at least 2 per year)	Course team
To represent the course in the Board of Examiners	Course team (always CD or DCD)
Ensure module leaders produce the module reports in time for the assessment board and are received and agreed at the course committee.	CD
Represent the programme on the Undergraduate Programmes Committee (UPC) or Taught Postgraduate Course Committee (TPCC), as appropriate (~5 per year) and feed back to course team as necessary. Course representation at every meeting is mandatory.	CD (DCD can deputise, or academic nominee)
Represent the programme on other key committees such as Programmes Forum and Education Connections	CD or DCD (or academic nominee if CD/DCD absent)
To maintain responsibility for the course budget	CD and Admin
Ensure that course information on the website is correct and liaise with the Marketing Team if changes need to be made (deadline for changes to be made is ~end of August, e.g. end of August 2023 for September 2024 start)	CD and AT
To liaise with appropriate Institute Director, Head of Graduate School etc and student recruitment team to inform the institution's target number and course capacity (agreed in December)	CD
To oversee admissions activity, in close liaison with Admissions team	AT
Consider and report on the suitability of any applicants with convictions/cautions on their DBS as a member of the DBS panel.	CD and AT
Ensure the course is contemporary, continually developed and enhanced	All
Ensure the programme meets the needs to Professional, Statutory and Regulatory Bodies as appropriate	CD
Liaise with Module Leader(s) about any proposed module changes to evaluate the combined impact for the course, especially on learning outcomes and ensure these are approved by the appropriate Quality Monitoring committee within the prescribed timelines	CD

Ensure sufficient quality clinical placements are available, that these placements are appropriately audited and visited.	CD/Clinical placement coordinator (usually an academic)
Oversee student employability activity with close liaison with the Careers Service and/or Academic Careers Leads, as appropriate	CD/DCD
Ensure all pregnant students on the course are aware of the pregnancy policy and this is implemented in a timely way as defined by the policy. Ensure the Radiation Protection service is notified and that any placement site undertakes a risk assessment (Radiography only).	Year Lead
Support personal tutors and module leaders in dealing with student queries, concerns or complaints (refer to complaints procedure and student related policy documents on SGUL website Student Conduct and Compliance page and/or SGUL Student Life Centre).	CD, DCD and Admin
Prepare reports and present the cases of students giving cause for concern that need to be brought to the attention of the Student Progress and Monitoring Committee (SPMC).	CD
Student Disciplinary Procedure - Notify any student suspected of assessment irregularity that they are being investigated	Admin
Consider and offer opinion on cases of academic misconduct as required for both your own programme and those of others as required.	All
Meet with students to discuss, complete and process, where applicable, interruption of studies applications and ensure all interested parties are notified.	CD/DCD/Year Lead and Admin
Meet with students to discuss, complete and process, where applicable, withdrawal applications and ensure all interested parties are notified.	CD/DCD/Year Lead and Admin
Maintain contact with any student not in attendance (e.g. on interruption of study) and review provision to support them.	Admin/PT lead
Oversee the planning for any student returning from interruption of studies liaising with all relevant parties in advance.	Admin/PT lead
Monitor students approaching the end of their maximum period of registration and inform them of any deadlines and the process for applying for an extension as appropriate.	Admin
Ensure the signed awards list is forwarded to SGUL registry for approval by the Vice-Chancellor/President within the requisite timeframe	Admin
If appropriate for your course, ensure the pass list for the HCPC (or other regulatory or statutory bodies) is compiled and submitted	CD and Admin
Graduate Outcomes Record: Ensure L6/L7 students are informed about the survey and encourage completion	DCD and/or Careers Lead
Advise Centre Heads, Research Institute Directors, Head and Deputy Head of Graduate School or Professional Lead on staff resourcing for the course	CD
3. ASSESSMENT	Suggested lead for action/process and/or those involved
To ensure that module leads and/or Chief Examiners liaise with External Examiners regarding viewing of assessments and student work	Admin or Exams Team or Chief Examiner(s) (as appropriate)
Oversee the provision of replacement assessments (i.e. second and third and deferred attempts)	Chief Examiner(s) and Year Leads

Create an assessment calendar for the year in liaison with module leaders with assessment dates (including resubmissions and resits), feedback dates, dates sent/made available to the external examiners and the date comments from the external examiners are received.	CD, Chief Examiner(s), Exams Team (as appropriate)
Monitor assessment feedback times to ensure compliance with SGUL guidance. In cases where there are problems in the return of assessed work within the deadline, ensure the students are informed at the earliest opportunity of the reason why and the amended date. Report compliance or variation at the examination board and in the institutional report.	CD
Ensure that the external examiners have been advised of and provided with access to all module assessments for the modules assigned to them, and that all assessments are sent to them in good time for comment and approval.	Chief Examiner, Admin or Exam Team
Ensure students repeating assessments, either with or without attendance, are given the support and guidance they require.	CD/Year lead (possible role for PT lead)
Ensure that the “rules” for assessment and progression are set and correctly applied e.g. Schemes of assessment, progression requirements, module weightings, classification algorithms etc.	CD and Chief Examiner(s)
Ensure all students on the course are aware of the mitigating circumstances process and deadlines.	CD
To update Programme Regulations, Programme Specifications and Schemes of Assessment as required, seeking approval at UPC/TPCC in appropriate time for the intended academic year, i.e. changes must be approved by UPC/TPCC before 1st August if they are to be introduced for the following academic year	CD
Ensure that all assessment for the course is moderated correctly and provisional results are returned to students in line with the agreed policy	Chief Examiner(s)
Confirm that module leaders have checked Module grids in detail (bearing in mind the impact on student if there are errors on the grid).	Exams team
Liaise with Module Leaders and administration/exams team to ensure student results for modules/semester/year are available, complete and accurate by the agreed deadlines.	Chief Examiner(s)
Liaise with the administration team and Chairs of assessment boards as necessary to ensure the provision of results to candidates in a timely manner	CD
Apply the fast-track process for students who meet the criteria for consideration for discretionary third sits of an assessment.	CD or Chief Examiner(s)
Sit on the discretionary third sit panel for student not meeting the criteria for the fast-track process.	CD
4. QUALITY ASSURANCE	Suggested lead for action/process and/or those involved
To ensure that the delivery of the course is consistent with the standards laid down in SGUL’s quality manual and take a lead role in preparations for periodic review, re-validation, or accreditation activities	CD
To organise an effective two-way process to hear and respond to feedback from student representatives, working with students, the Student Union and the Student Experience Team to ensure that students	CD/DCD

are meaningfully engaged in the development, management and evaluation of the programme	
Ensure issues arising from external examiner reports are raised at the appropriate assessment board, are addressed and outcomes incorporated into the annual review and development process, liaising with other staff and teams as appropriate	CD
To write Annual Programme Monitoring reports and Action Plans for consideration by the course committee and UPC/TPCC including EDI Course Action Plans	CD
Ensure module, year and course feedback is gathered from students, review it and coordinate action plans and responses.	CD/DCD
Brief Level 6 and Level 7 students about NSS/PTES (briefing materials will be supplied by the institution). Monitor completion rates for course and take appropriate action.	CD/DCD
Ensure that module evaluations have been undertaken by module leaders at the appropriate time.	CD
Write response to External Examiner report	Chief Examiner(s)
Complete and submit annual reports/returns to professional and statutory bodies as appropriate.	CD
5. STUDENT EXPERIENCE AND STUDENT WELFARE	Suggested lead for action/process and/or those involved
To deliver introduction sessions to students	CD/DCD/Year Leads
Attend Student Staff Consultative Committee meetings (2 x per year) as appropriate (UG)	CD
Ensure that all enrolled students are allocated a personal tutor and that students are informed about who their personal tutor is and how to contact them. Make sure that personal tutors know which students have been allocated to them. Ensure the reassignment of students to personal tutors, in a timely manner, when staff leave the institution.	PT lead
Ensure any late joining students who miss induction are given an appropriate briefing and support	CD/DCD
Student Voice: Ensure relevant action is undertaken, liaising with monitoring committees, Centre Heads, Student Experience and Action Group as appropriate	CD/DCD
Raise awareness amongst student cohort of student surveys and “ <i>Did you know?</i> ” scheme. Ensure students are aware of how to raise concerns for early resolution. Implement any institutional processes associated with the Student Experience Surveys at a departmental level.	CD/DCD
To monitor and respond to student feedback and champion student participation in institutional campaigns	CD/DCD
Ensure that students are introduced to the student representative arrangements and informed of the role of the course reps and the process for their election, in conjunction with The Student’s Union as required.	CD/DCD
Review and undertake preliminary analysis of the course NSS/PTES and Student Experience Survey results as appropriate	CD
Update students on actions being taken and completed in response to student feedback throughout academic year.	CD

Ensure the welcome/induction timetable is produced and ensure that staff are aware of their commitments to it.	CD
Present the cases of students giving cause for concern that need to be brought to the attention of the Welfare Committee	PT/Welfare Lead
6. AD HOC Tasks	Suggested lead for action/process and/or those involved
Attend CMA training annually	All
Sit on fitness to study and practise hearing panels to represent the Department or Institution as required.	All
Sit on the discretionary third sit panel for other undergraduate programs as required.	All
Review mitigating circumstance submissions on behalf of other courses	All (including senior admin)
Sit on the Extenuating Circumstances Panel at specific times throughout the year	All (including senior admin)
Academic Appeals: Undertake the initial stages of any academic appeal (including exploratory stages) for students on the programme and give an opinion when requested on the cases of students on other programmes.	All
Act as Chair of the BoE for another course	CD
Adhere to guidance from Operational Excellence projects and update course documentation appropriately	CD