

Programme Director Role Description

A programme is a collection of modules that combine to form an academically acceptable whole. All programmes shall be allocated to a Board of Studies which may consider more than one cognate programme. It is the College's/School's responsibility to allocate programmes in the most appropriate way. The Programme Director shall lead, through the Board of Studies, the management and delivery of programmes of study.

Through the Board of Studies the Programme Director will be accountable for:

- Acting as an interface between strategic and operational, at programme level;
- Providing vision and leadership for the academic development of the programme(s) and proposing any necessary amendments;
- Overseeing the coherence of the programme(s) in leading to its named award;
- Developing and maintaining the relevant Programme Specification(s) to ensure they are accurate and ensuring that learning outcomes are clear and appropriate for the level of the award and that it meets the current benchmark statement and any other professional, statutory and regulatory body requirements;
- Initiating and referring proposals to the College/School Learning and Teaching Committee for the introduction/modification of programmes and modules within its subject discipline(s), and making recommendations to the College/School and University with regard to withdrawal/suspension of programmes;
- Ensuring that the assessment requirements of the modules/programme satisfy the University's [Feedback and Assessment Policy](#) and allow achievement of the learning outcomes to be assessed and feedback to be provided;
- Facilitating the quality assurance and continuous enhancement of the programme(s), including [APR and Quality Reviews](#), in accordance with the University's [Code of Practice for Programme Design, Development and Review](#), and ensuring issues arising from these activities are addressed in the Student Experience Action Plan and reported to the College/School Learning and Teaching Committee;
- Ensuring the accuracy of written materials given to students relating to the programme(s), such as programme handbooks [or the relevant section(s) of the College/School handbook(s)];
- Promoting innovation in teaching, learning and methods of assessment;
- Considering issues relating to student placements, study abroad or in industry, or students studying at partner institutions, including health and safety issues;

- Monitoring and reviewing student performance on the programme(s);
- Receiving comments from, and provide responses to, External Examiners' reports, student feedback, student surveys, Quality Reviews reports and Professional, Statutory and Regulatory Body engagement reports, including developing and overseeing any actions;
- Ensuring that the outcomes and actions taken in response to student surveys are communicated to students.

Programme Directors will also be expected to:

- Attend relevant University-level Committees as specified by the Head of College/School.
- Liaise with relevant subject discipline associations, professional bodies, University Committees, University Academies and Professional Services.

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