

The Undergraduate Programme and Module Leader roles and Programme and Module Coordinators in Partner institutions

Guidance note

Each programme within the University has a programme leader designated by the Dean of Faculty. Where the programme is collaborative and particularly where it is only delivered by a partner institution(s) a local programme coordinator shall also be designated by the partner institution and endorsed by the Dean. The DMU programme leader will retain oversight of quality and responsibility for the verification of standards. Other duties and responsibilities may be devolved to the partner institution programme coordinator. The programme management board shall determine the extent to which responsibilities are devolved, depending upon the nature of the collaborative arrangement, for example whether the programme is also offered at DMU and whether it is multi-site. The following table provides a guide to what responsibilities would normally fall on DMU.

Programme coordinator

Responsibilities that normally fall on the DMU programme leader	Responsibilities that may be carried out by the programme coordinator
Academic leadership	
<p>ensuring that the programme is monitored and evaluated in accordance with agreed quality assurance procedures</p> <p>drafting the template for validation and approval and ensuring that it is periodically reviewed and updated</p> <p>liaising with the subject leader or programme management board chair on programme-related aspects of internal and external quality assessment processes</p>	<p>promotion of curriculum development and enhancement within the programme; the programme coordinator will ensure effective liaison with module coordinators in matters associated with the planning, management and review of the programme</p> <p>ensuring programme monitoring is undertaken in accordance with agreed arrangements</p> <p>promotion of appropriate approaches towards innovation in teaching, learning and methods of assessment within the programme</p> <p>ensuring the coherence of the programme as experienced by a student in leading to its named award</p>
Programme Management	
<p>ensuring the implementation of agreed policies and procedures (as determined at programme, Faculty and University levels) on behalf of the programme management board and Faculty Academic Committee, have oversight of arrangements for facilitating and responding to feedback on the programme and its constituent modules (from students, employers, external agencies etc.)</p> <p>acting and reporting on identified quality improvement needs at programme level as appropriate</p>	<p>overseeing the day-to-day management of the programme</p> <p>ensure student handbooks are approved by the programme leader and available for students prior to the start of session</p> <p>co-ordinating the staff resource for the programme and ensuring that staff are adequately briefed and involved</p> <p>ensure arrangements are in place for effective timetabling of the programme</p> <p>in liaison with the Faculty and central University and College Marketing teams, market the programme so as to optimise applications</p>

Responsibilities that normally fall on the DMU programme leader	Responsibilities that may be carried out by the programme coordinator
	<p>in liaison with the programme leader, planning and organising arrangements for the recruitment, admission and induction of students</p> <p>in liaison with the programme leader ensuring that all students within the programme are provided with appropriate support; the programme coordinator is responsible for ensuring that all students on the programme have access to a personal tutor</p> <p>notifying the programme leader of any prolonged absence which is likely to have a serious impact on a student's achievement</p> <p>overseeing arrangements for supervised work experience including, where appropriate, liaison with dedicated placement units.</p> <p>arrange elections of student reps for the college-based programme</p>
Assessment	
liaising with the subject leader or programme management board chair to ensure that the students' results for each module within the programme are available in a complete and accurate form for submission to the Examination Board by the agreed deadlines	<p>co-ordination of assessment procedures within the programme in line with programme requirements and ensuring that marks for modules are submitted within required deadlines</p> <p>ensuring the appropriate and timely feedback to students on assessments, particularly in relation to progress within and between levels of study, and failure in modules</p>
Liaison	
<p>liaising with the programme coordinator, particularly with regard to any proposed changes to the programme</p> <p>liaising with module leaders</p> <p>representing the programme in dealings with external agencies</p>	<p>liaising with the programme leader, particularly with regard to any proposed changes to the programme</p> <p>liaising with module coordinators</p>

Module coordinator

Responsibilities that normally fall on the DMU module leader	Responsibilities that may be carried out by the module coordinator
Academic leadership	
presenting new or updated module templates for authorisation by the programme management board	<p>reviewing module templates and proposing developments to the module leader</p> <p>delivering the module to students in accordance with the approved module template</p>

Responsibilities that normally fall on the DMU module leader	Responsibilities that may be carried out by the module coordinator
	<p>evaluating, developing and proposing modifications to the module</p> <p>ensuring that the most appropriate teaching and learning methods are adopted in the delivery of the module</p>
Module Management	
<p>ensuring that appropriate arrangements are in place to monitor and address student attendance at those classes for which attendance is must-take</p>	<p>producing and issuing information on the module to students in line with University requirements</p> <p>ensure student handbooks are approved by the module leader and available for students prior to the start of session</p> <p>in consultation with the module leader, co-ordinating staffing arrangements for the delivery of the module</p> <p>monitoring, evaluation and review of the module in accordance with agreed quality assurance requirements</p> <p>liaison with placement providers and ensuring adequate support for students on placement modules</p> <p>carry out attendance monitoring within the college system</p>
Assessment	
<p>Oversight of the production of module examination papers</p> <p>academic liaison with external examiners through the programme leader or programme management board chair</p> <p>ensuring that appropriate internal moderation procedures are in place for all elements of assessment</p> <p>overseeing that marks for assessment components are submitted within required deadlines</p> <p>attending meetings of the programme management board</p>	<p>the production and issue to students of the assessment scheme and timetable at the start of session</p> <p>adhering to appropriate internal moderation procedures</p> <p>ensuring that marks for assessment components are submitted within required deadlines</p>
Liaison	
<p>liaison as necessary with the module coordinator and programme leader and other module leaders</p>	<p>liaison as necessary with the module leader, programme coordinators and other module leaders</p>