

## **ROLES AND RESPONSIBILITIES**

### **DIRECTOR OF UNDERGRADUATE STUDIES (DUGS)**

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- 1.1. This document outlines the typical duties expected of the post-holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.
- 2. Summary of post:**
- 2.1. The DUGS is responsible to the Head of Department for implementing undergraduate teaching policy as determined jointly in consultation with the Head of Department, senior officers of the departmental Committees and Staff-Student Committees.
- 2.2. The Director of Undergraduate Studies (DUGS) takes overall responsibility for undergraduate teaching in close collaboration with:
- The Senior Tutor, or equivalent, responsible for student welfare.
  - The Admissions Tutor and the Schools Liaison Officer, responsible for student recruitment.
  - Study Exchange Programme Coordinator, responsible for the management of students whilst undertaking a placement abroad.
  - Industrial Placement Coordinator, responsible for the management of students whilst undertaking a placement in industry.
  - The Departmental Careers Adviser, responsible for careers advice.
  - The Departmental Disability Officer, responsible for supporting disabled students and students with learning difficulties
  - The Examinations Officer, responsible for examinations.
  - The Undergraduate Admissions Tutor, responsible for student recruitment
- 2.3. (Note that not all departments<sup>1</sup> have a separate Study Exchange Placement Coordinator, Industrial Placement Coordinator, Schools Liaison Officer or Examinations Officer).

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<sup>1</sup> The word “department,” which is used throughout this document may refer to Imperial College Schools, Divisions, Centres and Institutions, as appropriate.

2.4. It is considered good practice for the roles and duties of DUGS and Personal/Academic Tutors to be held by different people in each department<sup>2</sup>.

### **3. Duties and Key Responsibilities:**

3.1. In consultation with the above and with appropriate delegation, the DUGS is responsible for:

- Ensuring compliance with all College policies and regulations, including the key policies and procedures relating to the academic and examination regulations.
- Being familiar with the following key documents:
  - [The QAA Quality Code for Higher Education](#)
  - [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#) [FHEQ]
  - [Relevant Subject Benchmark Statements](#)
  - [European Credit Transfer and Accumulation System \(ECTS\) – Bologna Declaration, ECTS User’s Guide and Dublin Descriptors.](#)
- Developing and maintaining the curriculum of undergraduate programmes, including providing support and assistance for colleagues in developing and approving new programmes of study.
- Ensuring any new programmes proposed by the department are consistent with the College strategies, policies and procedures and relevant national frameworks and requirements for any relevant Professional, Regulatory, or Statutory Bodies (PSRBs).
- Developing and maintaining the procedures for assessment of students.
- Interacting with the Chair of the Board of Examiners to implement the recommendations of the Board and to ensure smooth running of the examination process for undergraduate programmes within the department.
- Overseeing the processes and departmental policy for academic feedback to students, in line with the Policy on Academic Feedback to Undergraduate and Postgraduate Taught Students (<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>)

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<sup>2</sup> See QAEC minutes – June 2015

- In conjunction with the Head of Department, allocating roles in teaching and teaching administration to members of the Department.
- Maintaining quality assurance mechanisms and ensuring that staff perform their teaching duties competently.
- Representing undergraduate teaching in academic staff recruitment and promotion.
- Recruitment and supervision of departmental teaching support staff.
- Recruitment, training and supervision of Graduate Teaching Assistants (GTAs).
- Supervising the day-to-day administration of teaching.
- To act as Study Exchange Programme Coordinator and Industrial Placement Coordinator where these roles are not assigned to other individuals within the department
- To be responsible for ensuring an up to date definitive record of each programme of study is maintained and available on the departmental website for the benefit of current and prospective students; this includes, but is not limited to, programme specifications and schemes for the award of honours.
- To be responsible for the accuracy of the Key Information (KIS) data returned for the department.
- Ensuring accurate records of applicants and students are kept
- In consultation with the Undergraduate Admissions Tutor, Departmental Disabilities Officer (DDO) and Disability Advisory Service (DAS), ensure that there is a competency standards document available for all the department's programmes of study.
- Organising and attending Staff-Student Committee meetings
- Promoting the College's on-line surveys to obtain feedback on the programme(s) and modules from students. Considering all feedback obtained and taking action where necessary. Ensuring that any action taken as a result of student feedback is widely publicised.
- To ensure that health and safety is properly coordinated for undergraduate programmes within the department and to be answerable to the Head of Department on such matters, see:

<http://www3.imperial.ac.uk/safety/policies/organisationandarrangements/directorofundergraduatestudies>

- Financial budgeting of undergraduate teaching and ensuring that undergraduate teaching activities are provided with necessary resources.
- Securing accreditation of undergraduate programmes.
- To be aware of innovative teaching strategies and to respond to good practice disseminated from time to time by the College.
- Preparing the Department for undergraduate teaching reviews, in consultation with the Head of Department. This will include annual monitoring, periodic review and any other quality review instigated by the College or external bodies.
- The undergraduate teaching interface with central administrative services, with College Committees (including the appropriate Faculty Education Committee) and with Committees and organisations external to the College.
- To draw students' attention to the Imperial Success Guide:  
<http://www3.imperial.ac.uk/success-guide>
- To act in accordance with the [Imperial Expectations](#).

Approved by QAEC  
June 2015

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