

ROLES AND RESPONSIBILITIES PROGRAMME DIRECTOR/ORGANISER¹ [MASTER'S LEVEL PROGRAMMES²]

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 distribution of duties between Directors of Postgraduate Studies (DPGS), Postgraduate Tutors and Programme Directors/Organisers vary widely within the College. The important consideration is that the responsibilities are all covered. Sometimes Master's students are cared for, both academically and pastorally by the Programme Directors/Organisers. Some of these roles may be delegated to a Programme Tutor or Lead. The Programme Director/Organiser is responsible to the Director of Postgraduate Study (or Director of PG Teaching Programmes) as determined by each Department³.

3. Duties and Key Responsibilities:

3.1. In consultation with the Director of Postgraduate Study, and with appropriate delegation, the Programme Director/Organiser 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](#)
 - [Master's Degree Characteristics document](#)

¹ Some Departments use the term "Course Director" or "Course Organiser"

² The term 'Master's' in this document also covers all Master's programmes (e.g. MBA, MSC, MRes, MPH) and Postgraduate Diploma and Postgraduate Certificate programmes.

³ The word "department," which is used throughout this document may refer to Imperial College Schools, Centres, Divisions or Institutions, as appropriate.

- [European Credit Transfer and Accumulation System \(ECTS\) – Bologna Declaration, ECTS User’s Guide and Dublin Descriptors.](#)
- Recruitment of students, including advertising the programme and preparing material for the printed and on-line postgraduate prospectus and departmental websites.
- Ensuring that the College’s selection and admissions policies are followed in all matters including advertisement and interviews; and implementing the Equal Opportunities Policy in the allocation of studentships.
- Programme Directors/Organisers are required to attend the College’s Postgraduate Open Day(s) and are also required to attend relevant departmental Open Days and may be required to assist with the organisation of such events.
- Induction of students to the academic and welfare structure of the department and College; introducing students to the Postgraduate Tutor or equivalent system.
- Responsibility for the teaching of the programme, including timetabling teaching sessions and co-ordinating with internal and external staff.
- To ensure that health and safety is properly coordinated for the programme and to be answerable to the DPGS and Head of Department on such matters, see

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

- Responsibility for ensuring there is an adequate general health and safety induction as part of the induction to the programme at the beginning of the academic year.
- Ensuring there is an adequate general safety induction at the beginning of each taught class and that any further specific health and safety requirements are communicated to the students, demonstrators and teaching laboratory technicians.
- In consultation with the DPGS and departmental Safety Officer, (and Faculty Safety Manager, if the programme is cross-department/faculty), ensuring Master’s level programme risk assessments are in place which consider lecturers, demonstrators, teaching lab staff and students and any other relevant persons; that any significant findings are communicated to all relevant persons; that adequate supervision is in place at all times; that lecturers and demonstrators are competent to carry out relevant emergency procedures for spillages, personal contamination, fire, etc., and will report incidents on SALUS (and to the Programme Director); and that

first aid procedures and any specific vaccination requirements are in place for all relevant persons in an adequate timescale.

- In consultation with the DPGS and departmental Safety Officer (and Faculty Safety Manager, if the programme is cross-department/faculty), ensuring programme risk assessments are reviewed annually and, in the event of an incident, change to the process, procedure or location.
- Communicating to lecturers the requirement for risk assessments for visits and fieldtrips.
- Communicating to lecturers the need to ensure all necessary permissions are in place for work with biological substances (derived from humans, animals, insects, plants or their pathogens) and for work with and ionising radiations.
- Responsibility for ensuring students whose first language is not English have access to appropriate support and training.
- Producing a Programme Handbook for students. Please refer to the document “Items to include in Programme Handbooks” at the following link:
- [https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/Being available to students who seek help for academic, financial, or other personal problems and referring them on to the relevant support mechanism \(e.g. health centre, student counsellor etc.\) as necessary.](https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/Being%20available%20to%20students%20who%20seek%20help%20for%20academic,%20financial,%20or%20other%20personal%20problems%20and%20referring%20them%20on%20to%20the%20relevant%20support%20mechanism%20(e.g.%20health%20centre,%20student%20counsellor%20etc.)%20as%20necessary.)
- To draw students’ attention to the Imperial Success Guide:
<http://www3.imperial.ac.uk/success-guide>
- Monitoring student progress by reviewing the results of assessed work and attendance and providing timely feedback and guidance, in line with the [Policy on Academic Feedback for Undergraduate and Postgraduate Taught Students](#).
- Ensuring that proper records are kept with regard to justified and documented absences which may need to be taken into account at Boards of Examiners’ meetings.
- Ensuring that any [mitigating circumstances](#) produced by students are considered according to College procedure. The Programme Director/Organiser is usually a member of the Migration Advisory Committee (MAP).
- Promoting the College’s on-line surveys to obtain feedback on the programmes(s) from students. Considering all feedback obtained and

taken action where necessary. Ensuring that any action taken as a result of student feedback is widely publicised.

- Organising and attending Staff-Student Committee meetings and consultations and ensuring that appropriate procedures to determine student representation are in place. The guidelines for which can be downloaded at the following link:
- [https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/good-practice/Dealing with disciplinary matters \(including academic misconduct\)](https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/good-practice/Dealing%20with%20disciplinary%20matters%20(including%20academic%20misconduct))
- Preparation of Examination papers, liaising with External Examiners and the Chair of the Board of Examiners on all examination matters, organising the marking of papers, collating marks and attending the Board of Examiners meeting(s).
- Communicating unofficial examination results to students and advising unsuccessful students on the re-sit and other options available to them.
- Setting in place projects for dissertations and ensuring adequate support and facilities.
- Ensuring that students who are undertaking studies at external locations have adequate support and facilities.
- Liaising with Registry on all matters of administration.
- Liaising with industrial partners and sponsors and accrediting bodies as appropriate.
- Providing adequate careers advice to students and advising them about professional postgraduate development in consultation with the Departmental Careers Adviser and Careers Service.
- Writing references for students, past and present. [However, this will often be done by a member of staff with close links to the student.]
- Responsibility for the integrity of student and programme records in the department.
- Attending departmental & College committees as appropriate.
- Programme Directors/Organisers have responsibility for ensuring compliance with the College's Master's precepts:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/masters-level-precepts/Precepts-for-Master's-level-programmes.pdf>

- Programme Directors/Organisers of MRes programmes also have responsibility for ensuring compliance with the College's Code of Practice for MRes students

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/masters-level-precepts/Code-of-practice-for-MRes-programmes.pdf>

- Responsibility for ensuring accurate and timely completion of programme monitoring and periodic reviews.
- Responsibility for the continued enhancement of teaching and learning within the programme and for the quality of the student learning experience.
- Responsibility for ensuring appropriate approval is given and accurate records kept regarding programme modifications.
- To be aware of innovative teaching strategies and to respond to good practice disseminated from time to time by the College.
- Encouraging the development of a programme community, for example through social events and seminars.
- Promoting good team work within the Master's student body.
- Responsibility for collating first destinations of graduates. It is considered good practice to have good contact with programme alumni.
- To act in accordance with the [Imperial Expectations](#).

Approved by QAEC
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	<p>European Credit Transfer and Accumulation System (ECTS) – Bologna Declaration, ECTS User’s Guide and Dublin Descriptors. http://www3.imperial.ac.uk/safety/policies/organisationandarrangements/programdirector https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-handbooks/ http://www3.imperial.ac.uk/success-guide https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/Mitigating circumstances https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/good-practice/https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/masters-level-precepts/Precepts-for-Master's-level-programmes.pdf https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/masters-level-precepts/Code-of-practice-for-MRes-programmes.pdf Imperial Expectations</p>
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