

MODULE LEADER RESPONSIBILITIES

1 Framework

- It is a University requirement that each taught undergraduate and postgraduate module has a Module Leader (ML).
- MLs are appointed by the Head of School (HoS)*.
- MLs are responsible for the day-to-day management of their module(s), through the Degree Programme Director (DPD)*, to the HoS(s).
- MLs are, in liaison with relevant DPD(s), the Board of Studies (BoS) and the HoS, responsible for the quality management and enhancement and standards of their module(s).
- MLs are responsible for ensuring that their module(s) adhere to University and Faculty regulations, policies and procedures.
- MLs are normally full-time or part-time members of University staff ** (hourly-paid staff are not precluded from becoming module leaders). In all cases there should be a named member of University staff to whom all queries concerning the module can be addressed. Where a module is delivered by an external member of staff, a module contact should be appointed by the HoS who will: undertake liaison with the ML; fulfil any ML duties in the event of absence or non-attendance by the ML. Postgraduate students can NOT be appointed as MLs.

*NB Faculty of Medical Sciences (FMS): the Faculty structure comprises Schools which are responsible for the academic management of UG programmes (with the exception of MBBS which is a Faculty programme) and Institutes that deliver taught modules. The Graduate School Committee (GSC) acts as an overarching Board of Studies for taught postgraduate programmes and is responsible for the appointment of module leaders. The role of the Degree Programme Director is performed by a Director of Studies (DoS) for each Undergraduate Programme and therefore reference to the DPD should be substituted by DoS for UG programmes and HoS should be substituted by the GSC throughout this document.

**NB Exceptionally, as part of collaborative provision arrangements, the ML for modules contributed by a partner institution will be a member of staff at that partner institution. Such arrangements are subject to agreement as part of the programme approval process. In addition, in FMS Module Leaders may often be Honorary members of the University (e.g. Honorary Lecturers).

2 Main Administrative Duties

A Liaison and Co-ordination Duties

The ML is responsible for:

- (i) liaising, as appropriate, with DPD(s), Boards of Studies, and other relevant School committees;
- (ii) assisting DPD(s) in the compilation and submission of documentation for purposes of internal quality assurance and enhancement, e.g. Annual Monitoring and Review and Internal Subject Review;
- (iii) liaising with DPD(s), HoS(s) and relevant School committees for any involvement with the Quality Assurance Agency and, if appropriate, accreditation by professional, statutory and regulatory bodies;
- (iv) coordinating the work of all staff contributing to the module in terms of delivery, assessment, feedback and moderation (e.g. full- and part-time staff, hourly-paid staff, visiting lecturers, guest speakers, clinical professionals, demonstrators, postgraduate students, teaching assistants); providing such advice and support to those staff as may be necessary;
- (v) providing information to various administrative offices (e.g. School or Faculty Office) by the given deadlines to facilitate timetabling; checking that staff contributing to the module are aware of their timetabled sessions well in advance of delivery.

B Organisational Duties

The ML is responsible for:

- (i) ensuring that the module is effectively organised and delivered;
- (ii) ensuring the accuracy of the information contained in the electronic module outline form (as stored in the MOFS database) and that information supplied to students about the module provides coherence with the database;
- (iii) providing students in a timely manner module documentation either electronically or in paper format (e.g. reading list, lecture outline, assignments, representative sample of marked work, mock exam papers) in order to enable them to understand what is expected of them and what they can expect of the module
- (iv) identifying any significant resource issues and ensuring that these are referred to the DPD, HoS or appropriate committee such as the Board of Studies;
- (v) co-ordinating with the DPD in the specification of submission dates for work contributing to continuous assessment;
- (vi) where relevant, assisting the DPD in specifying the nature of work and dates of submission for work to be submitted by intercalating students;
- (vii) ensuring that effective feedback on assessed student work is returned in a timely way (in line with Faculty policy);

- (viii) contributing (if required) to the production of Degree Programme Handbooks (following University or Faculty Guidelines) .

C Student Management

The ML is responsible for assisting DPD(s) and BoS in:

- (i) ensuring students receive appropriate induction;
- (ii) reviewing student attendance and performance during the course of the academic year;
- (iii) carrying out their duty to monitor student progress.

D Assessment

The ML is responsible for assisting the relevant DPD and BoS in:

- (i) carrying out all assessment procedures in line with University Regulation. This involves providing draft assessment instruments by stated school deadlines to be sent to external examiners' for comment, responding to external examiners' feedback, ensuring that work is marked and moderated in line with the School's assessment criteria and procedures, returning marks by the deadline and attending relevant internal moderation boards and BoEs.
- (ii) assuring that any assessment irregularities are brought to the attention of the relevant Chair of the Board of Examiners.

E Quality Management and Enhancement Duties

The Module Leader is responsible for:

- (i) ensuring that suggested modifications to modules are brought to the attention of the BoS;
- (ii) managing the development of the module to ensure that it remains relevant, up to date and in line with any professional requirements;
- (iii) completing an annual review of the module following the summer examination period (to be submitted to STLC or equivalent curriculum review committee), which considers how to improve the module in line with feedback from students, external examiners, PSRBs, internal review processes etc.
- (iv) ensuring that student feedback data about modules is collected and analysed appropriately, and that outcomes and actions taken in response (by Staff-Student Committee and BoS) are presented effectively and fully communicated to students (in line with University policy);
- (v) assisting the Chair of the BoS in ensuring that Annual Monitoring and Review and other internal quality assurance mechanisms are conducted and that appropriate action is taken on issues raised (or alternatively, providing such information that may help in complying with internal quality assurance requirements).