Programme Director Responsibilities

1. Main job purpose

Programme directors are appointed by the Head of School. The programme director is responsible for:

1. the maintenance of academic standards of the programme;
2. the quality of education and educational support in the programme;
3. programme review and development;
4. the day-to-day running of the programme.

An individual may be programme director for a number of programmes.

Each taught programme and postgraduate research degree programme with a taught component will have a programme director.

2. Types of Programmes

2.1 Joint honours and Interdisciplinary
A programme director should be appointed from the home school or faculty, although the post may exceptionally be rotated between the partner schools. A named contact in the other School(s) with the authority to contributing and agreeing proposals for developing the programme and enhancing the integrated experience for students will also be identified.

2.2 Partnership arrangements
The role of the Bristol programme director must be clear to any partners involved in delivering programmes of study.

Programme directors will be familiar with the Regulations and Code of Practice for Taught Programmes and any other regulations that relate to their programme.

3. Provision of information

The programme director is responsible for:

i) the production and updating of the relevant programme specification

ii) the review and revision of written materials handed out to students relating to the programme, such as programme handbooks, programme-specific entries in school handbooks;
iii) liaising with the School Recruitment and Admissions Officer about admissions and recruitment information for the programme.

4. The curriculum

The programme director will be supported by a suitably constituted curriculum group or programme team, membership of which will include representatives of all schools involved in the delivery of the programme and is normally drawn from the relevant unit directors. The group may be responsible for the curriculum of more than one programme. The programme director also works with the School Education Director (or equivalent).

The programme director is responsible for:

i) the overall organisation and coherence of the programme;

ii) the fit of the content of individual units, particularly the contribution of the mandatory units to the learning outcomes of the programme (recorded in the intended learning outcomes mapping document);

iii) developing the curriculum;

iv) student placements, year abroad and year in industry arrangements, including academic validity and health and safety issues (see Guidance on Student Work Placements), with relevant colleagues e.g. School Study Abroad Co-ordinators;

v) considering support for the special needs of individual students in collaboration with the relevant Faculty disability officer and staff members of student support services, as appropriate.

5. Student progression and achievement

The programme director is responsible for monitoring and initiating action where required on:

i) student progression and attendance through the stages of the programme;

ii) student achievement, including ensuring qualifications are awarded on fulfilment of the programme intended learning outcomes;

iii) the employment and further study options taken by students on completion of the programme.
This data will be considered in Annual Programme Review and will inform the development of the programme.

The programme director, with relevant colleagues in the School and Faculty, contributes to decisions on:

v) requests for recognition of prior learning;

vi) requests for suspension and extension of study;

vii) requests for intercalation.

6. **Assessment and feedback**

Programme directors are responsible for overseeing the assessment processes for the programme as outlined in the Regulations and Code of Practice for Taught Programmes and the Regulations and Code of Practice for Research Degree Programmes. In particular, programme directors are responsible for:

i) oversight of the assessment strategy for the programme, with the relevant unit directors;

ii) advising Heads of School in the nomination of external examiners;

iii) liaising with the external examiner;

With the unit directors:

iv) monitoring the assessment and return of coursework to students within the agreed timescales;

v) preparation for examinations, including the monitoring of the preparation of examination papers, ensuring the external examiner has been asked to comment on them and the timing of summative examinations within the defined examination periods, working with the School Examinations Officer.

7. **Quality assurance and enhancement**

The programme director is responsible for:

i) The completion and submission of the Annual Programme Review;
ii) representing the programme in periodic internal and external quality assurance reviews, for example, Faculty Quality Team interactions, School Review, Professional, Statutory and Regulatory Body visits;

iii) ensuring student feedback is collected and analysed and that appropriate actions taken are reported back to students;

iv) the alignment of the programme with internal and external reference points, for example, the University’s Regulations and Code of Practice for Taught Programmes, the Quality Assurance Agency Quality Code, subject benchmark statements;

v) the development of the programme within the context of the discipline and the strategic priorities of the Faculty and University, with the support of the School Education Director (or equivalent).

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