# Module Leader Role Descriptor

Manager: Head of Faculty

## Summary of the Role

On identified modules, the Deputy Module Leader will support the Module Leader. The role will include undertaking the role and responsibilities described for a Module Tutor. Please refer to the Module Tutor role descriptor for further information.

On larger modules, the Module Leader and Deputy Module Leader will work with at least one Module Tutor on the module. The students will be grouped into Tutor Groupings of up to 300 students and the Module Leader, Deputy Module Leader and Module Tutor(s) will monitor tutor grouping(s) on the VLE. Marking will be randomly allocated to Module Tutors in batches of 20 and additional Module Markers will be contracted to mark on modules (where required).

Module Leaders and Deputy Module Leaders lead and manage the Module Tutor(s) on their module and co-coordinate delivery across the module tutor team. They are responsible for ensuring the module is delivered to plan, on schedule and to the required quality enabling students to be effective learners.

## Duties and responsibilities

### Preparation (Pre-Module start)

- Providing support for an initial webinar for the module tutor team in week 0 to brief them on the module and how the teaching will be organised
- Undertaking weekly conference calls as required with the Module Tutors on the module
- Where you are the assigned mentor for tutors who are new to UCEM, either on your module or another module, providing an induction and fulfilling all other mentor duties as outlined in the mentoring programme
- Providing a key point of contact for guidance for all Module Tutors to ensure that student needs and expectations are met
- You should always use your UCEM email account for any email correspondence relating to your UCEM role(s) – this includes communications to UCEM teams

### Module Delivery

- Ensuring that you work with your Module Leader to guide you in the module delivery
- In the absence of/when deputising for the Module Leader, providing a weekly update to the Programme Leader on the module's performance as requested
- Working with the Module Leader in leading the other tutors working on the module, to include:
  a) Holding weekly meetings with the Module Tutors on the module

b) Providing a weekly summary of performance on the module by assessing all forum activities

c) Monitoring the performance and engagement of the tutors – and where allocated, facilitator - working on the module (to include monitoring response times from tutors on VLE forums and ensuring all student queries / posts are responded to within 1 working day)

- In liaison with the Module Leader activating Moodle tools, including Learning Analytics, to monitor student activity and to ensure progression and participation; monitoring activity regularly and engaging with students where there has been inactivity or where progression and participation is low

- In liaison with the Module Leader monitoring scheduled personal tutor sessions to facilitate interaction with and engagement by students

- In liaison with the Module Leader providing a weekly summary to students having reviewed their feedback and discussions across all Tutor Group forums

- Promoting and increasing feedback from students to inform any changes prior to the next delivery (both during the module delivery and at the end of module reviews)

- In liaison with the Module Leader leading the delivery of synchronous and asynchronous activities but with support from Module Tutors, including planned forum postings to aid weekly learning

- In liaison with the Module Leader engaging with the VLE and Discussion Forums to stimulate student activity and engagement

- In the absence of/when deputising for the Module Leader ensuring appropriate synchronous activities (e.g. webinars) are planned and delivered in the module.  These would include: a welcome from the Module Leader at the start of the module, a session on content delivery in the first few weeks of the module and an assessment briefing before the first submission date

- Ensuring that alternative arrangements are in place in the event of any tutor not being able to deliver their allocated teaching

- In the absence of/when deputising for the Module Leader notifying any student engagement problems to the Programme Leader for action

- In the absence of/when deputising for the Module Leader responding to student feedback, complaints and queries in relation to the module (working in conjunction with the Programme Leader/s)

Module Marking

- Prior to marking, and in liaison with the Module Leader, disseminate guidance on the marking strategy for the relevant assessment, which may include exemplar marking, model answers, providing and implementing standardised QuickMarks, together with monitoring as the marking proceeds to provide tutors with live feedback and moderation advice

- In liaison with the Module Leader checking the first five assignments marked by each marker on your module, and providing them with feedback in a timely manner so that they can complete the rest of their allocated marking within the timeframes

- In liaison with the Module Leader proactively monitoring the marking of the Module Tutors and ensuring they meet the deadlines set for their marking times (relating to due

date submissions, plus 7 days and 21 days, as per the set timelines. In the case of examinations facilitating and meeting the two-week marking deadline)

- In liaison with the Module Leader acting as module moderator (if you have not marked any assessments on the module) or liaising with the module moderator (if you have marked some of the assessments) to meet the deadline and feedback results and advice to the moderator and subsequently the tutor team
- In liaison with the Module Leader providing guidance to students on reflecting on their feedback and how to feed forward their learning to other assessments
- For examined modules, in liaison with the Module Leader, reviewing and collating the summative exam feedback provided by the Module Tutors and Module Markers on your module and following the instructions given by the Exams team regarding this information
- In liaison with the Module Leader moderating all marking undertaken by the Module Tutors and Module Marker(s) on the module(s) allocated to you for moderation, this will involve: script sampling, mark adjustment and the application of moderation protocols and reporting thereon
- Carrying out appropriate moderation procedures and processes on other modules as allocated by the Head of Faculty / Associate Head of Faculty / Head of Academic of Studies and / or Programme Leader
- In liaison with the Module Leader providing additional further feedback as required on the general student coursework performance

## Module Content & Review

- In liaison with the Module Leader undertaking review meetings at key stages of delivery with the Educational Technologist who is responsible for the module, regarding likely updates required for the next delivery
- Promoting and increasing feedback from students to inform any changes prior to the next delivery
- In the absence of/when deputising for the Module Leader, attending the relevant module and scrutiny boards

## Evaluation

- In liaison with the Module Leader being responsible for the evaluation of the module in line with UCEM requirements
- As instructed by the Module Leader liaising with the Module Tutor team to complete a review of the module and delivery
- As instructed by the Module Leader liaising with students to gather feedback on the running of the module
- In liaison with the Module Leader evaluating the performance and effectiveness of the tutorial team involved in the module delivery and providing individual feedback as required to the tutors (compulsory for all Module Tutors on your module) and relating training requirements back to the Learning and Teaching Enhancement team
- Raising any significant problems or concerns regarding the module with the Module Leader

## Miscellaneous / Other duties

- Answering queries about the module and its operation to Student Services and other internal teams
- Undertaking continuing professional development (CPD) and staff development activities in agreement with, and as directed by, your line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development; attendance at a minimum of one UCEM Academic Development Programme session per semester is compulsory
- Undertaking research or contributing to collaborative projects as directed and agreed with your line manager
- Carrying out other duties connected with institutional, programme or module requirements (e.g. membership of a deliberative committee) as allocated by the Head of Faculty / Associate Head of Faculty / Head of Academic Studies / Programme Leader and / or the Module Leader
- Participate in mandatory training, e.g. Data Protection, Safeguarding & Prevent
- Participation in feedback from training as requested

# Module Leader Role Descriptor

Manager: Head of Faculty

## Summary of the Role

The role will include undertaking the role and responsibilities described for a Module Tutor, apart from the marking element*. Please refer to the Module Tutor role descriptor for further information.

In modules with less than 50 students, the Module Leader will be the only tutor on the module. The role will include fully undertaking the role and responsibilities described for a Module Tutor (please refer to the Module Tutor role descriptor).

In modules with over 50 students, the Module Leader will work with at least one Module Tutor on the module. The students will be grouped into Tutor Groupings of up to 300 students and the Module Leader and Module Tutor(s) will monitor tutor grouping(s) on the VLE. Marking will be randomly allocated to Module Tutors in batches of 20 and additional Module Markers will be contracted to mark on modules (where required).

Module Leaders lead and manage the Module Tutor(s) on their module and co-coordinate delivery across the module tutor team. They are responsible for ensuring the module is delivered to plan, on schedule and to the required quality enabling students to be effective learners.

*Normally, Module Leaders do not mark any assessments on their module and they therefore normally act as the Module Moderator for their module.*

## Duties and responsibilities

### Preparation (Pre-Module start)

- Working with the Academic Operations Team to identify and select the Module Tutors and Module Markers who will work on the delivery and/or marking of the module and ensuring sign off from the relevant Head of Faculty / Associate Head of Faculty / Head of Academic Studies for the use of Module Tutors
- As part of the module delivery arranging scheduled personal tutor activities to support student engagement with – and the completion of - assessment and to provide feed forward strategies (minimum of three but dependant on demand)
- Providing an initial webinar for the module tutor team in week 0 to brief them on the module and how the teaching will be organised
- Undertaking weekly conference calls with the Module Tutors on the module
- Where you are the assigned mentor for tutors who are new to UCEM, either on your module or another module, providing an induction and fulfilling all other mentor duties as outlined in the mentoring programme
- Providing a key point of contact for guidance for all Module Tutors to ensure that student needs and expectations are met

- Setting all assessments for the module – this includes setting of the examination and coursework together with the weighted assessment criteria for assignments, and marking guides that match criteria; ensuring that assessments are mapped to learning outcomes and meet the Academic Operations Team's requirements
- Meeting the prescribed timescales in accordance with the quality assurance processes of UCEM; this includes attendance at scrutiny boards
- You should always use your UCEM email account for any email correspondence relating to your UCEM role(s) – this includes communications to UCEM teams

### Module Delivery

- Ensuring that you work with your mentor to guide you in the module delivery if it is your first time as a Module Leader
- Providing a weekly update to the Programme Leader on the module's performance as requested
- Leading the other tutors working on the module, to include:
  a) Holding weekly meetings with the Module Tutors on the module
  b) Providing a weekly summary of performance on the module by assessing all forum activities
  c) Monitoring the performance and engagement of the tutors – and where allocated, facilitator - working on the module (to include monitoring response times from tutors on VLE forums and ensuring all student queries / posts are responded to within 1 working day)
- Activating Moodle tools, including Learning Analytics, to monitor student activity and to ensure progression and participation; monitoring activity regularly and engaging with students where there has been inactivity or where progression and participation is low
- Monitoring scheduled personal tutor sessions to facilitate interaction with and engagement by students
- Providing a weekly summary to students having reviewed their feedback and discussions across all Tutor Group forums
- Promoting and increasing feedback from students to inform any changes prior to the next delivery (both during the module delivery and at the end of module reviews)
- Leading the delivery of synchronous and asynchronous activities but with support from Module Tutors, including planned forum postings to aid weekly learning
- Engaging with the VLE and Discussion Forums to stimulate student activity and engagement
- Ensuring appropriate synchronous activities (e.g. webinars) are planned and delivered in the module.  These would include: a welcome from the Module Leader at the start of the module, a session on content delivery in the first few weeks of the module and an assessment briefing before the first submission date
- Ensuring that alternative arrangements are in place in the event of any tutor not being able to deliver their allocated teaching
- Notifying any student engagement problems to the Programme Leader for action
- Responding to student feedback, complaints and queries in relation to the module (working in conjunction with the Programme Leader/s)

## Module Marking

- Prior to marking, disseminate guidance on the marking strategy for the relevant assessment, which may include exemplar marking, model answers, providing and implementing standardised QuickMarks, together with monitoring as the marking proceeds to provide tutors with live feedback and moderation advice
- Checking the first five assignments marked by each marker on your module, and providing them with feedback in a timely manner so that they can complete the rest of their allocated marking within the timeframes
- Proactively monitoring the marking of the Module Tutors and ensuring they meet the deadlines set for their marking times (relating to due date submissions, plus 7 days and 21 days, as per the set timelines. In the case of examinations facilitating and meeting the two-week marking deadline)
- Acting as module moderator (if you have not marked any assessments on the module) or liaising with the module moderator (if you have marked some of the assessments) to meet the deadline and feedback results and advice to the moderator and subsequently the tutor team
- Providing guidance to students on reflecting on their feedback and how to feed forward their learning to other assessments
- For examined modules, reviewing and collating the summative exam feedback provided by the Module Tutors and Module Markers on your module and following the instructions given by the Exams team regarding this information
- Moderating all marking undertaken by the Module Tutors and Module Marker(s) on the module(s) allocated to you for moderation, this will involve: script sampling, mark adjustment and the application of moderation protocols and reporting thereon
- Carrying out appropriate moderation procedures and processes on other modules as allocated by the Head of Faculty / Associate Head of Faculty / Head of Academic of Studies and / or Programme Leader
- Providing additional further feedback as required on the general student coursework performance

## Module Content & Review

- Undertaking review meetings at key stages of delivery with the Educational Technologist who is responsible for the module, regarding likely updates required for the next delivery
- Promoting and increasing feedback from students to inform any changes prior to the next delivery
- Attending the relevant module and scrutiny boards
- Designing, authoring, reviewing, updating and enhancing the module study materials in various media formats (which include but are not limited to: text, PowerPoint, video, podcasts and audio files) in accordance with the Module Blueprint
- Liaising with the Programme Leader/s to maintain and enhance the quality of delivery and an engaging student learning experience

## Evaluation

- Being responsible for the evaluation of the module in line with UCEM requirements

- Liaising with the Module Tutor team to complete a review of the module and delivery
- Liaising with students to gather feedback on the running of the module
- Completing and submitting the module review at the end of the module, in the prescribed format and within the timescales required
- Evaluating the performance and effectiveness of the tutorial team involved in the module delivery and providing individual feedback as required to the tutors (compulsory for all Module Tutors on your module) and relating training requirements back to the Learning and Teaching Enhancement team
- Raising any significant problems or concerns regarding the module with the Programme Leader

## Miscellaneous / Other duties

- Liaising with the Programme Leader and the Quality and Enhancement Officer to develop and upskill the Module Tutor and Marker teams as required
- Working collaboratively with the Educational Technologists to develop the module in accordance with the Module Blueprint
- Answering queries about the module and its operation to Student Services and other internal teams
- Undertaking continuing professional development (CPD) and staff development activities in agreement with, and as directed by, your line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development; attendance at a minimum of one UCEM Academic Development Programme session per semester is compulsory
- Undertaking research or contributing to collaborative projects as directed and agreed with your line manager
- Chairing or attending meetings as directed by your line manager
- Carrying out other duties connected with institutional, programme or module requirements (e.g. membership of a deliberative committee) as allocated by the Head of Faculty / Associate Head of Faculty / Head of Academic Studies and / or the Programme Leader
- Participate in mandatory training, e.g. Data Protection, Safeguarding & Prevent
- Participation in feedback from training as requested

# Module Marker Role Descriptor

Manager: Module Leader

## Summary of the Role

To work within the module team and with the Module Leader's guidance, to provide timely and effective feedback on students' assessments.

## Duties and responsibilities

### Module Marking

- Attending up to 2 assessment briefing webinars (one per assessment) scheduled by the Module Leader. The dates and times of these webinars will be issued to you by the Module Leader.  If you are unable to attend, then you must listen to the recordings before you commence your marking
- Reading through the assessment marking guides ahead of the marking period and familiarising yourself with the marking criteria, plus any relevant module material and postings in the forums that are pertinent to the assessment
- Providing constructive and motivational feedback to students on their marked coursework and examinations through the UCEM standard processes and within the required timeframe, while meeting UCEM requirements
- Providing guidance to students on reflecting on their feedback and how to feed forward their learning to other assessments
- Gaining an understanding of the processes required for reporting suspected academic misconduct and acting appropriately thereon
- Completing all the assignment marking online using the 'Turnitin Feedback Studio' software, and completing the training provided on this
- Assessing coursework (using the online Turnitin Feedback Studio) and examinations in accordance with the marking criteria and guidance provided by the Module Leader and in line with the current UCEM Tutor Engagement Model. Providing feedback to the Module Leader on student performance
- Marking all assessments allocated to you and ensuring you meet the deadlines set for their marking times, as per the set timelines:
  - For assignments, a 3-week turnaround time normally applies to those assignments submitted on time, a 2-week turnaround normally applies to those that are submitted 7 days after the deadline (either due to students taking an extension or submitting late) and a 1-week turnaround normally applies to those that are submitted 21 days late. Please note the assignment marking deadline is normally 10.00 a.m. on the deadline day given
  - For exams, the standard marking turnaround time is 2 weeks. The exam scripts will be sent to you in hard copy as soon as possible after their receipt from the Examination Centres. Please note this can mean you receive them up to a week or more after the exam date. Where possible, we will send exam scripts to you in

batches. You are expected to mark the batch of exam scripts within two weeks after the batch has been despatched to you.

- In addition, for examined modules, completing a summative exam feedback template for your exam cohort within the timeframes given and following the instructions given by the Exams team
- Letting your Module Leader know as soon as possible if you are unable to work (for example, due to illness) and ensuring, where possible, that suitable cover is found

## General

- Completing the Module Marking training and associated online marking training on the VLE and achieving 100% in the quiz ahead of your contract start date and referring to the training as and when required throughout the duration of the module
- Completing other mandatory training as required, including Data Protection, Safeguarding & Prevent training – details of this will have been provided to you already
- Participation in feedback from training as requested
- Use your UCEM email address provided for all email communications with your Module Leader and other teams at UCEM

# Module Tutor Role Descriptor

Manager: Module Leader

## Summary of the Role

Normally, this role will include undertaking the role and responsibilities described for a Module Marker. Please refer to the Module Marker role descriptor for further information.

To work within the tutor team and with the Module Leader's guidance, to provide an engaging student experience delivering the scheduled activities within the arranged timescale and to the required quality.

## Duties and responsibilities

### Student Support

- Working together with the Module Leader and other Module Tutors to be a coherent Module Tutor Team for students; including weekly catch-ups with the Module Leader
- Being accessible to students on your module on the day(s) and times allocated to you by your Module Leader as part of the weekly rota
- Providing a welcome and introduction to all students in your tutor group and providing guidance on online and distance study for those new to UCEM
- Providing a pivotal role in the maintenance of student motivation from the beginning to the end of the semester of study
- Activating Moodle tools, including Learning Analytics, to monitor student activity and to ensure progression and participation; monitoring activity regularly and engaging with students where there has been inactivity or where progression and participation is low
- Regularly informing students of industry updates through the VLE
- Interacting with the module learning materials to alert students to the key learning outcomes, concepts and activities for them to engage with in their learning
- Providing guidance to students in supporting their preparedness for each assessment task
- Providing constructive and motivational feedback to students on their marked coursework and examinations through the UCEM standard processes and within the required timeframe, while meeting UCEM requirements
- Providing guidance to students on reflecting on their feedback and how to feed forward their learning to other assessments
- Gaining an understanding of the processes required for reporting suspected academic misconduct and acting appropriately thereon
- Acting as one of the key points of contact for a student and identifying individual student needs for additional support in liaison with the Disability and Wellbeing Advisor and/or UCEM Student Services team as required

### Module Delivery

- Ensuring your VLE online profile is fully completed and up to date, and that it shows your UCEM email address

# Module Tutor (VLE and Marking)
## Continuation page

- Ensuring that you work with your mentor to guide you in the module delivery if it is your first time as a Module Tutor
- Monitoring your UCEM email account regularly
- Subscribing to the appropriate forums for your module to ensure that any VLE notifications are forwarded to your UCEM email account
- Attending a Module Tutor Team webinar at start of the module led by the Module Leader and liaising weekly with the Module Leader thereafter
- Delivering proactive tuition support - this includes initiating forum discussions and posting forum questions as requested by the Module Leader
- Engaging with the VLE and Discussion Forums to stimulate student activity and engagement
- Responding to student queries / posts within 1 working day on the day(s) and times allocated to you by your Module Leader as part of the weekly rota, in conjunction with the Module Facilitator (if one has been allocated to your module)
- Proactively contacting students who are not engaging with their studies after the first four weeks
- Actively working with your tutor group so that they submit their first and final assessments
- Participating in at least 3 synchronous activities (e.g. real-time webinars, live chats etc) per module as directed by the Module Leader. These would include: a welcome from the Module Leader at the start of the module, a session on content delivery in the first few weeks of the module and an assessment briefing before the first submission date
- Participating in personal tutor drop-ins (for example surgery hours)
- Supporting the Module Leader as requested in delivering webinars and other synchronous activities to students
- Letting your Module Leader know as soon as possible if you are unable to work (for example, due to illness) and ensuring, where possible, that suitable cover is found


### General
- Being contactable by UCEM colleagues - as a UCEM employee you are expected to use your UCEM email address and to be contactable on the telephone number that you have provided, during normal working hours
- Completing the Module Marking and Module Tutoring training on the VLE and achieving 100% ahead of the module start date and referring to the training as and when required throughout the duration of the module
- Completing other mandatory training as requested, including Data Protection, Safeguarding & Prevent training
- Participation in feedback from training as requested
- Undertaking continuing professional development (CPD) and staff development activities in agreement with, and as directed by, your line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development; attendance at a minimum of one UCEM Academic Development Programme session per semester is compulsory

# Module Tutor (VLE and Marking)
## Continuation page

- You should always use your UCEM email account for any email correspondence relating to your UCEM role(s) – this includes communications to UCEM teams
- Other duties connected with module delivery and assessment as allocated by the Head of Faculty / Associate Head of Faculty / Head of Academic Studies / Programme Leader and / or the Module Leader

**Role Title: Programme Leader**

**Reports to: Head of Faculty**

*Purpose of the role:*

*Programme Leaders are responsible for providing key input to design, delivery, development, management and enhancement of programmes.  The role includes ensuring programmes comply with quality and standards through validation events, programme monitoring, accreditation events and periodic reviews.*

*Key responsibilities are to support student recruitment, retention and success through ensuring a positive learner experience.*

**N.B.** Not all tasks below might apply to legacy modules.

*Key Duties:*

### General

- Performing duties in the following roles (as directed): Programme Leader, Module Leader and Module Tutor for programmes and modules both within and complimentary to your Faculty (descriptions of Module Leader and Module Tutor are attached).
- Managing the programme and programme team.
- Developing industry contacts to enhance the programme offer and increase recruitment.
- Meeting recruitment and retention targets.
- Monitoring, maintaining and enhancing quality standards on the programme.
- Acting as the key point of contact for guidance for UCEM student facing teams.
- Liaising with key stakeholders on the KPIs and student retention ratios for the programme pathway.
- Providing input to new modules and programme development as required.
- Liaising with the Head(s) of Faculty/Associate Head of Faculty/Director of Studies where required to ensure that the subject coverage is kept up to date across relevant modules.
- Undertaking advanced scholarship activities to deliver teaching learning and assessment resources and materials for UCEM programmes and to ensure you remain up to date in your academic subject, skills and professional field.
- Fully engaging in the following academic processes for relevant modules, where required:
  - Updating
  - Assessment setting
  - Scrutiny
  - Teaching
  - Marking
  - Module review
  - Responses to questionnaires

- Undertaking academic tutor duties in line with your own professional and teaching experience.

## Preparation and Delivery

- Ensuring at least 10 synchronous PL activities (e.g. webinars) per programme. These would include: welcome from PL and 'check-in' sessions on Academic Development, Personal Development or Professional Development & Professional Skills as per the UCEM published guidelines.
- Working with the relevant Head of Faculty/Associate Head of Faculty/Director of Studies and the Dean of Learning and Teaching in the identification of staffing needs and other resources necessary for the delivery of the programme of study
- Maintaining the programme area pages on the Moodle VLE site
- Where a member of staff is unavailable for teaching, whether this is planned or unplanned, liaising with the relevant Head of Faculty/Associate Head of Faculty/Director of Studies to ensure cover
- Engaging in the selection of student representatives for the programme
- Maintaining regular engagement with students and student representatives to gather feedback on the running of the programme and respond to any issues promptly
- Acting as a key point of contact of guidance for UCEM student facing teams on the maintenance of programme information for students

## Product Development, Recruitment, Retention and Success

- Working with the Head of Faculty/Associate Head of Faculty/Director of Studies in developing the initial business case for proposed new programmes and to champion the case through to the commencement of programme development
- Providing leadership to programme validation and professional accreditation events and programme monitoring and periodic review
- Proactive engagement with industry and its representatives to enhance the profile and marketability of the programme
- Working with the Head of Faculty/Associate Head of Faculty/Director of Studies and the Business Development and Marketing teams to publicise programmes and recruit students to develop and grow student numbers on the programme
- Responding to enquiries from applicants and prospective students who wish to join the programme
- Liaison with Head of Faculty/Associate Head of Faculty/Director of Studies on KPIs
- Monitoring of student progress - taking steps to increase student retention, progression and achievement for the programme
- Responding to student feedback, complaints, and queries in relation to the programme working in conjunction with the Operations Manager

## Evaluation, Quality Assurance and Enhancement

- Being responsible for the evaluation of the programme in line with UCEM requirements

- Ensuring that all aspects of the programme comply with UCEM quality and standards.  This includes monitoring, maintaining and enhancing quality standards on the programme which will involve:
  - o Recommendation of individuals for appointment as external examiners and making contact
  - o Responding to external examiner reports and supplying an action plan for improvement and implementation where necessary, liaising with the Head of Quality Assurance and the relevant Head of Faculty/Associate Head of Faculty/Director of Studies when appropriate
  - o Taking any other actions necessary to maintain and enhance the quality of the programme
  - o Preparing and producing the annual programme monitoring report for presentation to the relevant Board of Studies
- Liaison with Module Leaders to maintain and enhance the quality of delivery and the student learning experience (including currency and relevance of the curriculum and availability of learning resources)


**Miscellaneous / Other Duties (as directed and agreed by your line manager)**

- Chairing and convening the programme review meetings, arranging regular student representative consultation sessions and other committees
- Attending committees and other meetings (e.g. Examination Scrutiny Boards, a deliberative committee, Progression and Award Boards)
- Undertaking continuing professional development (CPD) and staff development activities in order to maintain and enhance your professional experience and commitment to subject specific and teaching skills development
- Undertaking research or contributing to collaborative projects
- Chairing or attending meetings
- Other duties connected with the programme and its operation


*Last updated 14th July 2017*

# Project Supervisor Role Descriptor

Manager: Head of Faculty

## Summary of the Role

The project is worth the most credit points of any module and is therefore critical to the outcome of the student's programme. It also represents a student's final experience and memory of UCEM. Project supervisors provide the pedagogical and practical advice to students preparing their research based project.  Supervisors have experience and expertise relevant to the student's research topic and should provide support for students in the shaping and execution of their projects.  Supervisors should take responsibility for monitoring student engagement and progression through the project module. Project supervisors will also be required to act as second markers for other projects they have not supervised.

## Duties and responsibilities

### Preparation

- Review the project outline proposal presented by student(s) and ensure there is alignment with your professional and academic expertise
- Confirm your willingness and ability to supervise student(s) for the entire duration of the project supervision period
- Ensure that you are available to the student throughout the supervision period
- If a short break in supervision is predicted, confirm that covering arrangements are in place and secure agreement from the Module Leader

### Module delivery

- Attend the Module Leader supervisor guidance webinars provided for each iteration, or view asynchronously
- Discuss with the student how the supervision arrangements will work, including setting targets and milestones
- Regularly monitor the supervision discussion forum on the VLE, visiting at least twice per week
- Respond to student postings
- Leave a "footprint" on the discussion forum to encourage student engagement.
- Where dialogue with the student fails and/or there is evidence the student is not engaging, notify the Module Leader and Programme Administration Team for action
- Endeavour to maintain the momentum of discussion with the student and provide motivating and encouraging commentary on student submissions and enquiries
- Strongly encourage the students to produce a development timeline and, when produced, assist them in keeping to that timeline
- Strongly encourage the students to submit and discuss their progress report in line with the week plan of the module and liaise with the Module Leader if this has not happened
- If supervising PG students, ensure that for those students studying the MBA Programme the project demonstrates leadership through strategic management; for those students

studying the MSc Programmes the project demonstrates strong conceptual and theoretical understanding as applied within a business context

- Offer to read a draft of each of the sections that form the Research Proposal and relevant chapters of the student's final project to give appropriate and timely formative feedback
- Ensure that alternative arrangements are in place in the event that you are unavailable for a short time within the duration of the supervision period (subject to the approval of the Module Leader)
- Respond to student feedback, complaints and queries in relation to supervision on the project module through the correct channels (working in conjunction with the Module Leader and Programme Administration Team)

## Module Marking

- Mark and assess the students' assessments in accordance with the assessment criteria
- Confirm your willingness and ability to act as a second marker (if possible) on other projects allocated to you in the marking period
- Provide, in the required format an appropriate rationale, commentary and feedback to justify the marks you accord to each of the project assessment criteria
- Provide additional further feedback when required by students

## Module Content & Review

- Where requested, provide commentary to the Module Leader about improvements to the operation of the module or the materials comprised within it

## Module Evaluation

- Where requested, provide commentary to the Module Leader about the operation of the supervision process and the module
- Promptly raise any significant problems or concerns regarding the module or your supervision with the Module Leader or Programme Administration Team

## Miscellaneous/Other duties

- Liaise with the Module Leader to advise of any upskilling or development needs in relation to better executing your role as supervisor
- Answer queries about your supervision to student services and other internal teams
- Use UCEM email address provided wherever possible
- Undertake continuing professional development (CPD) and staff development activities in agreement with, and as directed by, your line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development (i.e. attendance of UCEM project supervisor training, if offered)
- Carry out other duties connected with the module requirements as requested by the Head of Faculty and/or the Programme Leader and/or the Module Leader
- Be aware of the impact your supervision will have on student experience surveys such as the National Student Survey (NSS)