Job Description

Degree Programme Director and Deputy Degree Programme Director

Framework

1. It is a University requirement that each taught programme of study (including Joint and Combined Honours programmes) has a Degree Programme Director (DPD)*. However, a Deputy Degree Programme Director may also be appointed in cases where it may be helpful to have an alternative primary point of contact responsible for operational issues. DPDs and Deputy DPDs are appointed by the appropriate head of unit. The DPD will carry overall responsibility for the day-to-day management of their degree programme(s) wherever it is delivered.

2. For the majority of degree programmes, the DPD will be an appropriate senior member of University staff. In cases where both a DPD and a Deputy DPD are appointed, one of the two roles must be fulfilled by a full-time member of University staff. One of the two roles may be fulfilled by a member of staff who holds an honorary contract. An external member of staff (e.g. in the case of educational partnerships) cannot be appointed as the DPD for a programme leading to an award made in the University’s name. In the case of programmes delivered by a Joint Venture, and provided the main DPD is based in Newcastle, the Deputy DPD may be an external member of staff.

3. DPDs and Deputy DPDs are normally appointed for an initial term of three years, subject to review by the appropriate head of unit.

4. DPDs are, through the Board of Studies (BoS), and ultimately to the appropriate head of unit, responsible for the quality management and enhancement and standards of their degree programme(s).

5. The duties undertaken by a DPD and Deputy may be any of those listed in Section 2 below, but will vary in accordance with how duties are allocated in specific circumstances. The division of responsibilities across the two roles should be negotiated and agreed by the HoS in consultation with the DPD and Deputy. The Deputy DPD may be required to stand in for the DPD in their absence in relation to any of the duties/responsibilities, and may also have specific responsibilities delegated to them. In the latter case it needs to be explicitly stated in the Degree Programme Handbook where responsibility lies.

6. DPDs of Joint and Combined Honours programmes should have appropriate mechanisms for consulting and negotiating with partner schools who are involved in the delivery of such programmes.

7. Liaison on resourcing matters will normally be with the appropriate head of unit but may vary according to specific circumstances, i.e. in the case of branch campuses or joint ventures.

*NB Faculty of Medical Sciences (FMS): the Faculty structure comprises Schools and Research Institutes. All undergraduate programmes are managed by Schools; postgraduate programmes may be managed by Schools or Research Institutes or by the Graduate School. Each School has a Director of
Studies with overall responsibility for undergraduate provision, but may also have a DPD who, in the context of this document, could be seen as acting in the role of Deputy.

Main Administrative Duties

*Liaison and Co-ordination Duties*

- a. the operation, quality assurance and management of the programme, and liaising with the programme administrative team wherever it may be delivered;
- b. reporting to the Board of Studies on issues specific to the programme;
- c. ensuring that the programme is delivered in line with the programme specification and regulations;
- d. ensuring that Newcastle University policies on programme management and student support are implemented;
- e. liaising, as appropriate, with the Faculty Dean of Undergraduate (or Postgraduate) Studies, Faculty Education Committee, Director of Excellence in Learning and Teaching, and other relevant School or Faculty committees and staff;
- f. compilation and submission of documentation for purposes of internal quality assurance and enhancement, e.g. Annual Monitoring and Review and Learning and Teaching Review;
- g. liaising with the appropriate head of unit(s) and relevant School committees for any involvement with the Quality Assurance Agency and, if appropriate, accreditation by public and statutory bodies;

*Organisational Duties*

- h. ensuring that the programme is effectively organised and delivered;
- i. identifying any significant resource issues and ensuring that these are referred to the HoS or appropriate committee;
- j. ensuring the nomination of external examiners and that external examiners’ reports are considered promptly and responses reported to Faculty Education Committee;
- k. co-ordinating with Module Leaders in order that they specify submission dates for work contributing to continuous assessment;
- l. liaising, as appropriate, with the designated placement organiser to approve student placements as set out in the University’s Work-Based and Placement Learning Policy for degree programme handbooks and module outline forms, in order to aid planning of degree programmes;
- m. liaising, where appropriate, with the Home Exchange Organiser to approve student exchanges;
- n. specifying the nature of work and dates of submission for work to be submitted by intercalating students;
- o. producing Degree Programme Handbooks (following University guidelines);
p. reporting students’ personal extenuating circumstances to the relevant Personal Extenuating Circumstances committee of the Board of Examiners.

**Student Management**

Implementing the University’s General Regulations which include:

q. ensuring students receive appropriate induction;

r. reviewing student attendance and performance during the course of the academic year;

s. within University and / or Faculty guidelines:
   i. deciding whether to approve non-standard programmes of study for individual students within agreed limits or to apply, on the students behalf, for a concession;
   ii. monitoring student progress in line with the appropriate student progress regulations;
   iii. deciding whether to permit students to suspend their studies for any period of time;
   iv. deciding whether students should be allowed to repeat a programme of study;
   v. deciding on programme transfers;
   vi. actioning unsatisfactory progress procedures where appropriate.

**Student Progression and Achievement**

In conjunction with the BoS:

t. monitoring
   i. the number of applications to the degree programme
   ii. acceptances and entry grades
   iii. progression through the stages of the programme
   iv. student achievement in terms of degree classifications (including an analysis of trends)
   v. graduate employment;

u. where necessary, taking appropriate action to improve i- v above.

**Quality Management and Enhancement Duties**

v. Ensuring that:

i. Annual Monitoring and Review and other internal quality assurance mechanisms are conducted and that appropriate action is taken on issues raised;

ii. appropriate action following Boards of Studies decisions is taken, to ensure that suggested modifications to existing degree programmes or proposals for new ones are brought to the attention of the HoS and submitted to the relevant Faculty Education Committee(s) for consideration and approval;

iii. appropriate action following Boards of Studies decision is taken, to ensure that amendments or revisions to degree programme regulations are brought to the attention of the HoS and submitted to the relevant Faculty Education Committee(s) for consideration and approval.

w. The DPD/Deputy DPD may also be responsible for:
i. ensuring an appropriate recruitment strategy; (overseeing the competitive development of the degree programme;
ii. obtaining and using employment information to inform the continuing development of the programme.

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