Subject Adviser Responsibilities

Framework

1. Each School contributing to a multi-disciplinary programme (Joint or Combined Honours) shall nominate a Subject Adviser. Depending on the constitution of each School, there may be one or more Subject Advisers, with one acting as School Adviser.

2. Subject Advisers are nominated by Heads of School, who may wish to identify an appropriate member of staff as part of an initial conversation with the linked School. The term of office for a Subject Adviser should be determined by the Head of School, however, a suitable mechanism for rotation should be in place.

3. Subject Advisers are critical to the successful operation of multidisciplinary programmes and support both students and the Degree Programme Director in the management of the programmes.

Main Duties

The Subject Adviser shall:

4. Be responsible for co-ordinating provision for those students on multi-disciplinary programmes, including arrangements for induction, student support and guidance and the provision of academic advice to students on these programmes studying in their subject area. Subject Advisers should also provide detailed information for degree programme handbooks;

5. Represent the subject area at the Board of Studies which owns the multi-disciplinary programme(s), reporting on matters arising at the subject Board of Studies which may affect the multi-disciplinary programme(s), and supporting the DPD in the development of Annual Monitoring and Review reports and preparation for Learning and Teaching Review;

6. Report to the subject Board of Studies on issues relating to multidisciplinary programmes;

7. Take part in meetings of relevant Boards of Examiners and be able to contribute to decision-making about progress and degree classification when appropriate;

8. Represent the subject area at Student-Staff Committees relevant to the multi-disciplinary programme(s);

9. Support recruitment activity, represent the subject area at programme open day events, and University Visit Days if possible;

10. Liaise with other Subject Advisers on all matters relating to multidisciplinary programmes;

11. Represent the programme and subject at degree congregation ceremonies and any related receptions for students and their guests;

12. Ensure that if unable to attend the meetings in (6, 7 and 8) above, that a suitably briefed nominee attends on their behalf.
| Intended for use by:                             | Module Leaders  
|                                               | Degree Programme Directors  
|                                               | Heads of School  
|                                               | School Administrators  
|                                               | Faculty Learning and Teaching Support Teams  
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