Annex H: School Directors of Education, Education Committees, Directors of Studies and Boards of Studies

1 School Directors of Education

1.1 The Head of each School should appoint a Director of Education from among the academic staff of the School.

1.2 The period of appointment of the Director of Education will normally be three years. The person appointed will be eligible for reappointment at the end of each period of appointment.

1.3 The role of the School Director of Education will be relevant to undergraduate programmes of study and will consist of the following responsibilities:

- to advise members of the School, and in particular teachers who are new to the University, on the requirements of the University Code of Practice for Quality Assurance as relevant to taught programmes of study;
- to advise members of the School on the preparation of proposals for new modules and new programmes of study and in particular on academic and curricular aspects of such proposals;
- to advise members of the School in order to ensure that the School’s programmes of study reflect the requirements of any Professional Statutory and Regulatory Body (PSRB), as applicable;
- to advise members of the School in order to ensure that the School’s programmes of study are mapped to the applicable QAA Benchmark Statement, where such a statement exists; and to ensure that when applicable new or revised Benchmark Statements are published by the QAA, the existing programmes of study are reviewed and revised as appropriate so that they map to the new/revised Benchmark Statement;
- to provide advice to the School Education Committee on whether proposals for new programmes of study are adequate;
- to play a key role in the academic planning of the School;
- to serve as a member of the Faculty Education Committee;
- to serve as a member of the University’s ‘Directors of Education Network’ in order to identify and disseminate good practice in learning and teaching;
- to liaise with Directors of Studies in the School in relation to quality management of programmes.

2 School Education Committees

2.1 Each School will have an Education Committee.

2.2 The membership of the School Education Committee will be determined by the Head of School but should include the Head of School, the School Director of Education, the Directors of Studies for all programmes or groups of programmes for which the School holds responsibility and at least three student members.

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1 For the purposes of this Code, integrated masters programmes are regarded as undergraduate programmes and Graduate Certificate and Graduate Diploma programmes are regarded as postgraduate programmes.

2 Directors of Graduate Studies carry out these responsibilities with respect to taught postgraduate programmes.
2.3 The Chair of the School Education Committee, normally the School Director of Education, will be appointed by the Head of School.

2.4 The School Education Committee should meet at least once in each term. Agendas and papers should be circulated to members in advance of meetings and minutes should be made available to all staff and students of the School.

2.5 The School Education Committee is responsible for ensuring that, with respect to undergraduate programmes and their component modules, the School undertakes its responsibilities as set out in this Code of Practice, i.e.:

- ensuring that modules and programmes submitted for approval conform with the requirements of this Code (see Annex B3: Approval and Withdrawal of Modules and Annex C4: Approval and Withdrawal of Taught Programmes);
- delivering modules and programmes as approved;
- Monitoring and responding to assessment and feedback matters, making reference to the Assessment and Feedback Policy5;
- Monitoring feedback return rates (see the Credit Framework Annex 66: Marking, section 27);
- providing an environment which will encourage students to flourish and achieve their potential;
- ensuring, in co-operation with faculties, that all students are provided in good time with all appropriate information relating to their programme and its modules (see Annex D7: Information to Students);
- annual monitoring of modules, programmes and student progress, determining action to be taken as a consequence and reporting on these matters to Faculty Boards (see Annex E8: Annual Monitoring);
- responding to annual reports of external examiners (see Annex E: Annual Monitoring and Annex K9: External Examiners);
- providing academic advice and support for their students (see Annex G10: Personal Academic Support System);
- obtaining and considering the views of students on the education which the School provides (see Annex M11: Student Evaluation);
- reflecting critically on the education which they provide, in particular as part of internal periodic review (see Annex F12: Periodic Review), in order to support quality enhancement and the dissemination of good practice;
- responding to the reports of internal periodic review panels (see Annex F: Periodic Review);
- hearing serious quality concerns and appropriately escalating them to the relevant departments/individuals within the University;

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3 https://www.kent.ac.uk/teaching/qa/codes/taught/annexb.html
4 https://www.kent.ac.uk/teaching/qa/codes/taught/annexc.html
5 https://www.kent.ac.uk/teaching/assessment/apolicy.html
6 https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex6.html
7 https://www.kent.ac.uk/teaching/qa/codes/taught/annexd.html
8 https://www.kent.ac.uk/teaching/qa/codes/taught/annexe.html
9 https://www.kent.ac.uk/teaching/qa/codes/taught/annexk.html
10 https://www.kent.ac.uk/teaching/qa/codes/taught/annexg.html
11 https://www.kent.ac.uk/teaching/qa/codes/taught/annexm.html
12 https://www.kent.ac.uk/teaching/qa/codes/taught/annexf.html
acting upon the decisions of Faculty Boards and the Education Board.

3 Directors of Studies and Boards of Studies

3.1 For each programme or group of cognate programmes, there will be a Director of Studies and a Board of Studies with responsibility for day to day quality management of such programmes or groups of programmes. Where all of the programmes offered by a School represent a single cognate group of programmes, there may be a single Director of Studies and the Board of Studies may be subsumed within the School Education Committee or the School Graduate Studies Committee, as relevant to the status of the programme as either undergraduate or postgraduate. Where a School holds responsibility for teaching in a number of disparate subjects, it will be appropriate for there to be several Directors of Studies and Boards of Studies.

3.2 Directors of Studies will be appointed by the Head of School, normally for a period of three years, and will be eligible for reappointment at the end of each period of appointment.

3.3 The role of the Director of Studies in relation to the programme(s) for which he/she holds responsibility will be:

- to ensure that delivery of the programme(s) is in accordance with the programme proposal as approved by the Education Board;
- to ensure that students, teachers and others as relevant receive detailed information about all aspects of the programme(s) (see Annex D: Information to Students);
- to arrange appropriate induction of new teachers in order to ensure that teachers who have not previously contributed to the programme(s) are fully aware of the aims and intended learning outcomes of the programme(s) and of the contribution to the programme(s) which is expected of them;
- to ensure that students have ready access to advice about the options available to them within the programme(s);
- to monitor the progress of students on the programme(s);
- to report on these matters to the Board of Studies;
- to prepare an Annual Report on the programme(s) for consideration by the Board of Studies (see Annex E: Annual Monitoring).

3.4 Boards of Studies will be appointed by the School. The Chair of each Board of Studies will be the Director of Studies for the programme(s) concerned and membership will normally include the convenor of each relevant module offered by the School and a number of student members which is sufficient to ensure that these members between them have reasonable knowledge of each stage of the programme(s). The membership may also include teachers from other contributing Schools.

3.5 Boards of Studies should meet at least once in each term. Agendas and papers should be circulated to members in advance of meetings and minutes should be made available to all staff and students of the School.

3.6 The role of a Board of Studies will be to oversee the delivery of the programme(s) concerned and in particular:

- to receive and consider regular reports from the Director of Studies on the matters listed in 3.3 above;
- to review the progress of students on the programme(s);
- to consider and respond to the views of students;
• to prepare an Annual Report on the programme(s) to the School Education Committee (see Annex E: Annual Monitoring);
• to consider how the programme(s) might be enhanced and to prepare proposals accordingly.