**Annex H: Divisional Directors of Education and UG Student Experience, Education and UG Student Experience Committees,** **Directors of Studies and Boards of Studies**

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Note: Where relevant to the provision, the roles and structures of governance set out in this annex may be adopted by the course-owning University Directorate.

# Acronyms Used in this Document

DDESE Divisional Director of Education and UG Student Experience

DESEC Divisional Education and UG Student Experience Committee

DQSSC Divisional Quality and Standards Sub-committee

DDGSSE Divisional Director of Graduate Studies and PG Student Experience

DGSSEC Divisional Graduate Studies and PG Student Experience Committee

CASC University’s Course Approval Sub-committee

**EASC University’s Education and Academic Standards Committee**

ESEB University’s Education and Student Experience Board

GRCB University’s Graduate and Researcher College Board

QACO Quality Assurance and Compliance Office

# Divisional Directors of Education and UG Student Experience (DDESE)

1. The Divisional Director of Education and UG Student Experience (DDESE) provides strategic leadership in education and undergraduate student experience at Divisional level and is the key link between School/Department, Divisional and University strategy for education and UG student experience.
2. The DDESE provides leadership to deliver enhancements in pedagogy and UG student experience, ensures academic input into the management of academic quality assurance within the Division, gives clear guidance on UG course management and approval, ensures adherence to the University’s Code of Practice for the Quality Assurance of Taught Courses and, with regard to UG courses and student experience, is accountable within the Division for the timely production of evidence of compliance with the requirements of the Code and the management of the associated risks of non-compliance.
3. The DDESE works directly and effectively with education leads within the Division to coordinate all aspects of the undergraduate taught education. The DDESE will work closely with TEF leads to ensure that TEF submissions and action plans are robust.

## 1.4 Appointing a DDESE

The Director of each Division should appoint a Director of Education and UG Student Experience (DDESE) from among the academic staff of the Division.

## Serving Period of a DDESE

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

## Responsibilities of the DDESE

The role of the DDESE will be relevant to undergraduate courses of study[[1]](#footnote-1) and will consist of the following responsibilities[[2]](#footnote-2):

* To chair the Divisional Education and UG Student Experience Committee (DESEC).
* To represent the Division at the University’s Education and Student Experience Board (EASB).
* To represent the Division at the University’s Course Approval Sub-committee (CASC).
* Where such exists, to chair the Divisional Quality and Standards Sub-Committee (DQSSC).[[3]](#footnote-3)
* To take Chair’s action on such business delegated to them by the DESEC.

In addition, in consultation and partnership with relevant professional services staff in the Division:

* To advise members of the Division, and in particular academic staff who are new to the University, on the requirements of the University Code of Practice for Quality Assurance as relevant to taught UG courses of study.
* To ensure the Division’s portfolio of UG courses is fit for purpose and continues to satisfy the University requirements for success and sustainability.
* To liaise with a wide set of student support services and ensure that all UG students in the Division are provided with timely information regarding available services (e.g. student wellbeing and support services, placement and employability opportunities, studying abroad, Kent Union).
* To lead and support the development of Divisional strategy/work aimed at addressing employability and graduate outcomes, in order to ensure congruence with the University’s Student Employability Strategy.
* To ensure academic staff involved with teaching and supervision have undertaken appropriate training and continuous development, and are appropriately informed about all matters relating to undergraduate education.
* To advise members of the Division on the preparation of proposals for new or amended modules and UG courses of study and in particular on the academic and curricular aspects of such proposals, in order to ensure that:
1. all such curricula reflect the threshold standards required by *The Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies* (FHEQ) (See also Kent’s Credit Framework, Annex 2: Qualification Descriptors, which reflect the FHEQ requirements);
2. ensure that level 6 grade criteria map on to and reflect the degree classification descriptions for bachelors’ degrees, in compliance with the University Grade Descriptors and OfS Condition of Registration B5;
3. delivery and assessment practices utilise an appropriate variety of methods that afford students the opportunity to achieve standards beyond the threshold level;
4. all such proposals satisfy the University’s procedures and requirements for complying with Consumer Marketing Authority (CMA) legislation.
* To advise members of the Division in order to ensure that the Division’s UG courses of study reflect the requirements of any Professional Statutory and Regulatory Body (PSRB), as applicable.
* To advise members of the Division in order to ensure that the Division’s courses of study are mapped to the applicable QAA Benchmark Statement(s), where such a statement exists; and to ensure that when applicable new or revised Benchmark Statements are published by the QAA, the existing courses of study are reviewed and revised as appropriate so that they map to the new/revised Benchmark Statement.
* To consider and make decisions on applications for the award of credit for UG courses and modules as submitted by the Validated Institutions or Partner Colleges under the University’s requirements for the Recognition of Prior Learning (RPL) in line with [Annex R](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-r) of this Code of Practice.
* To play a key role in the academic planning of the Division and, working closely and effectively with the Division’s TEF Lead(s) and professional services colleagues, to ensure the Division’s TEF strategy and action plans are fit for purpose.
* To lead on Divisional strategy on addressing various aspects of student success (retention, attainment gaps, etc.), and contributing to University delivery of the Access and Participation Plan.
* To ensure that, where a UG course for which the Division has responsibility is delivered or assessed in whole or in part by a partner provider, evidence is available which demonstrates that the arrangement continues to meet the requirements of this Code of Practice and therefore that standards are secure and the student experience is of an appropriately high quality.
* To attend to relevant data and league tables throughout the year (e.g. NSS, Complete University Guide), and preparing strategies, plans, and short reports, as required, to deliver continuous improvement in these areas.
* 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 Division in relation to quality management of UG courses of study and the production of evidence in mitigation of the risk of non-compliance with the requirements of the Code of Practice and, by extension, the relevant OfS Conditions of Registration (i.e., the B-Conditions and Condition C1 [CMA]) .
* To consult with the Quality Assurance and Compliance Office on the foregoing matters.

# Divisional Education and UG Student Experience Committees (DESEC)

## Divisional Requirement to have a DESEC

Each Division will have an Education and UG Student Experience Committee (DESEC).

## Membership of the DESEC

The membership of the DESEC will be determined by the Director of Division, but should include the DDESE as Chair, the Directors of Studies for all courses of study or groups of courses for which the Division holds responsibility, normally as per the arrangements for Divisional Boards of Studies, and no fewer than three student members.

## Chair of the DESEC

The Chair of the DESEC, normally the DDESE, will be appointed by the Director of Division.

## Minimum Meeting Requirements for the DESEC

The DESEC 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 Division. A member of the Quality Assurance and Compliance Office should be invited to attend the meetings in an advisory capacity.

## Responsibilities of the DESEC

The DESEC is responsible for ensuring that, with respect to undergraduate courses and their component modules, the Division undertakes its responsibilities as set out in this Code of Practice and the Academic Regulations for Taught Courses of Study, i.e.:

* Receiving and scrutinising the recommendations of Boards of Examiners in the Division for undergraduate academic awards and recommending these awards to the Education and Student Experience Board on behalf of Senate (while this responsibility for recommending awards to the ESEB may be delegated to the DESEC Chair, the formal record should be kept by the Committee).
* Ensuring that modules and courses submitted for approval conform with the requirements of this Code (see [Annex B: *Approval and Withdrawal of Modules*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-b) and [Annex C: *Approval and Withdrawal of Taught Courses*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-c)).
* Ensuring new and amended modules and courses comply with the University’s policies on meeting [Consumer Marketing Authority (CMA) requirements](https://www.kent.ac.uk/academic/cma/index.html).
* Approving new and amended modules and recommending the approval of new and amended courses to CASC.
* Ensuring the delivery of modules and courses as approved.
* Monitoring and responding to assessment and feedback matters, making reference to the [Assessment Regulations](https://www.kent.ac.uk/education/regulatory-framework/credit-framework) Framework.
* Monitoring assessment return rates in line with University requirements and setting deadlines for action and compliance where this is not the case (see the [Credit Framework Annex 6: *Marking*, section 27](https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-6)).
* Maintaining oversight of the standards and quality of modules and courses delivered and/ or assessed wholly or in part by associated partner providers through the provision of appropriate academic liaison, the consideration of relevant reports and setting targets for action and compliance where deficiencies are identified.
* Providing an environment which will encourage all students in the Division to flourish and achieve their potential.
* Monitoring the effectiveness of the Divisional strategy for addressing various aspects of student success (retention, attainment gaps, etc.), and its contribution to University delivery of the Access and Participation Plan, and setting targets for action and compliance where deficiencies are identified.
* Monitoring performance in relevant data and league tables throughout the year (e.g. NSS, Complete University Guide), gauging the effectiveness of strategies, plans, and short reports for delivering continuous improvement in these areas, and setting targets for action and compliance where deficiencies are identified.
* Ensuring that all students in the Division are provided in good time with all appropriate information relating to their courses and modules (see [Annex D: *Information to Students*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-d)).
* Overseeing the annual monitoring of modules, courses and student progress, determining action to be taken as a consequence and reporting on these matters to EASC (University-level **Education and Academic Standards Committee)** (see [Annex E: *Annual Monitoring*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-e)).
* Ensuring the Division’s portfolio of UG courses is fit for purpose and continues to satisfy the University requirements for success and sustainability, and setting targets for action and compliance where deficiencies are identified.
* Agreeing responses as proposed by Boards of Studies to the annual reports of External Examiners (see [Annex E: *Annual Monitoring*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-e); and [Annex K: *External Examiners*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-k)).
* Providing academic advice and support for their students (see [Annex G: *Personal Academic Support System*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-g)).
* Obtaining, considering and responding to the views of students on the undergraduate education that the Division provides (see [Annex M: *Student Evaluation*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-m)).
* Reflecting critically on the education that they provide, in particular as part of internal periodic review (see Annex F: *Periodic Review*), in order to support quality enhancement and the dissemination of good practice.
* Responding to the reports of internal periodic course review panels (Annex F: *Periodic Review*) and the reports of any relevant PSRB; in consultation with relevant colleagues in the Division, and setting targets for action and compliance where deficiencies are identified.
* Noting the outcome of applications for the award of credit by the Chair (for the courses of partners) or by Boards of Studies (for their courses) under the University’s arrangements for the Recognition of Prior Learning (Annex R) and report on these annually in the Autumn Term to the University’s Education and Academic Standards Committee.
* Supporting the development of Divisional strategy/work aimed at addressing employability and graduate outcomes, in order to ensure congruence with the University’s Student Employability Strategy.
* Hearing serious quality concerns and appropriately escalating them to the relevant departments/individuals within the University.
* Acting upon the decisions of the Education and Student Experience Board.

## Divisional Quality and Standards Sub-Committee (DQSSC)

Divisions may establish a Divisional Quality and Standards Sub-committee of the DESEC to which are remitted some of the operational quality assurance tasks set out at 2.5 above to be carried out on behalf of the DESEC. Where this happens, the following protocols must be observed.

* The Divisional Quality and Standards Sub-Committee (DQSSC) has a set of terms of reference, agreed by the DESEC, which state the tasks that it will undertake on the senior committees’ behalf.
* The Chair of the DESEC will also be Chair of the DQSSC.
* The DQSQC will report to the DESEC on all of the matters that it has considered on its behalf and will make recommendations for action as appropriate.
* The DESEC retains responsibility and accountability for all of the matters considered by the DQSSC on its behalf.
* Membership of the DQSQC will be drawn from relevant Boards of Studies within the Division, student support managers and student representatives from the courses that fall under its remit. A member of the QACO should be invited to attend meeting of the Board of Studies in an advisory capacity.

### Divisional Quality and Standards Sub-committee

Divisions may elect to establish a single DQSQC to which are remitted operational tasks relevant to the quality assurance of the student experience of both UG and PGT courses. Where this is the case the extent of the sub-committee’s remit will be clearly stated in the terms of reference. The role of Chair may be shared by the Chair of the DESEC and the Chair of the Divisional Graduate Studies and Student Experience Committee, or may be assigned to either one. Membership should be drawn representatively from the same constituencies as for the UG and PGT committees but will be sufficient in number to ensure that academic representation covers both the UG and PGT course portfolios. The sub-committee will report the appropriate Divisional parent committee on all relevant business.

# Directors of Studies and Boards of Studies

## Divisional Responsibilities in Determining Appropriate Number of Directors Of Studies/Board of Studies are Appointed

For each UG course or group of UG courses[[4]](#footnote-4), there will be a Director of Studies with responsibility for day-to-day quality management of such courses or groups of courses and to consider and report on the matters set out at 3.6 below. Where all of the UG courses offered by a Division constitute a single group of courses, there may be a single Director of Studies for the Division.[[5]](#footnote-5) Where a Division holds responsibility for teaching in a number of disparate subjects, it may be appropriate for there to be several Directors of Studies whose purview is to carry out the responsibilities attached to the role by this annex. In addition, where a Division considers it appropriate, for example, with regard to large courses, it may decide to appoint separate Director of Studies to one or more stages of the course.

Divisions may decide to appoint one of more Boards of Studies to support the work of the Director(s) of Studies, as appropriate. Where Boards of Studies are appointed they will operate as per 3.4 – 3.6 below.

## Appointing Director of Studies

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

## Role of the Director of Studies

The role of the Director of Studies in relation to the course(s) or for the stage(s) of the course for which they hold responsibility will be:

* To ensure that delivery of the course(s) or stage(s) is in accordance with the course proposal as approved by the Course Approval Sub-Committee of the Education and Student Experience Board.
* To lead on the development of new or revised curricula; relevant to the courses or stages for which the Director of Studies holds responsibility.
* To ensure that students, lecturers and others as relevant receive detailed information about all aspects of the course(s) (see [Annex D: *Information to Students*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-d)).
* To arrange appropriate induction of new lecturers in order to ensure that lecturers who have not previously contributed to the course(s) are fully aware of the aims and intended learning outcomes of the course(s) and of the contribution to the course(s) that is expected of them.
* To ensure that students have ready access to advice about the options available to them within the course(s).
* To monitor the progress of students on the course(s).
* To report on assessment return rates in line with University requirements (see the [Credit Framework Annex 6: *Marking*, section 27](https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-6)).
* To report on these matters to the DESEC or, where such exists, to the relevant Board of Studies.
* To prepare an Annual Report on the course(s) for consideration by the DESEC or, where such exists, to the relevant Board of Studies (see [Annex E: *Annual Monitoring*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-e)).
* To lead on the provision of responses to matters raised by external examiners in their annual reports.
* To participate in any preparations for the TEF, as required.
* Where the Division has appointed Boards of Studies, the Director of Studies will act as Chair of the Board of Studies relevant to their remit and will manage the responsibilities of the Board as set out in 3.6 below.
* Where the Division has not appointed Boards of Studies, the Director of Studies will ensure that the matters set out in 3.6 below are taken forward via other routes within the Division.

The above responsibilities may be undertaken in consultation and partnership with relevant professional services staff within the Division.

## Appointing Board of Studies

The Division may elect to appoint Boards of Studies. Where one or more Board of Studies is appointed, the Chair will be the Director of Studies for the relevant course(s) or stage(s) and the membership will normally include the convenor of each relevant module offered by the Division and a number of student members which is sufficient to ensure that these members between them have reasonable knowledge of each stage of the course(s). The membership may also include lecturers from other contributing subject areas/Schools/ Departments.

## Minimum Meeting Requirements for Board of Studies

Where appointed, Boards of Studies should meet regularly and at least on a sufficient basis to manage the volume of business for which it is responsible: once in each term is recommended. 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 Division.

## Role of Board of Studies

The role of a Board of Studies will be to oversee the delivery of the course(s) or stage(s) concerned and reflect and report on relevant areas relating to the quality and standards of the provision, 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 course(s), both generally and with regard to various aspects of student success (retention, attainment gaps, etc.).
* To reflect on grade criteria used for marking on the courses and ensure that these map on to the degree classification descriptions for bachelors’ degrees adopted by the University Grade Descriptors and OfS (Condition B5);
* To reflect and report to the DESEC on the effectiveness of its contribution to the Divisional strategy for addressing various aspects of student success (retention, attainment gaps, etc.) and to propose how this contribution may be enhanced;
* To consider and take action as appropriate in response to the views of external examiners, students and any other stakeholders (e.g. employers) and report on these to the DESEC.
* To prepare and submit an Annual Report on the modules and course(s) to the Divisional Education and Student Experience Committee (see [Annex E: *Annual Monitoring*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-e)).
* To reflect on how satisfactorily the courses and modules it delivers meet the University requirements for success and sustainability, and report on this to the Divisional Education and Student Experience Committee (see [Annex E: *Annual Monitoring*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-e)).
* To reflect and report on the performance of the courses as disaggregated in relevant data and league tables throughout the year (e.g. NSS, Complete University Guide, TEF metrics, OfS Condition of Registration B3).
* To reflect and report on matters relating to employability and graduate outcomes, in order to ensure congruence with the Division’s work in this area and the University’s Student Employability Strategy.
* To consider how the modules and course(s) might be enhanced and to prepare proposals accordingly.
* To propose new and amended modules and courses and recommend these for consideration by the DESEC.
* To consider and make decisions on applications for the award of credit for those UG modules and courses which the Board of Studies delivers, as submitted under the University’s requirements for the [Recognition of Prior Learning (Annex R)](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-r) and report these for note by the DESEC.
1. For the purposes of this Code, Integrated Master’s Degrees, Graduate Certificates and Graduate Diplomas are regarded as undergraduate courses. [↑](#footnote-ref-1)
2. Directors of Graduate Studies and PG Student Experience carry out these responsibilities with respect to taught postgraduate courses. [↑](#footnote-ref-2)
3. To co-chair with the Director of Graduate Studies and PG Student Experience where the DQSSC holds responsibility for the QA of UG and PGT courses. [↑](#footnote-ref-3)
4. Courses may be grouped according to the local needs of the Division [↑](#footnote-ref-4)
5. There will be separate Boards of Studies for UG and PGT courses [↑](#footnote-ref-5)