Section 3 Staff roles and responsibilities

3. Roles of departmental staff related to the programme

An explanation of the roles key academic and professional services staff involved in programme delivery.

3.1. Academic teaching teams

A summary of how academic teaching teams are comprised.

A degree programme is delivered by a team of staff, led by the Programme Director, which includes Module Leaders, lecturers, guest speakers, and teaching assistants. The programme team is facilitated by the Programme Administrator and supported by a range of professional services staff and tutors who coordinate admissions, affiliate study, teaching support, industry placements, study abroad opportunities, careers support, and more.

- The Programme Director and other key programme staff are set out in Section 2.4 - Key staff related to programmes and modules and in the corresponding Programme Summary.

Each module is delivered by its own team of educators and examiners, led by the Module Leader. The module team often comprises one or more academic teaching staff, teaching assistants, and internal examiners. The module team is facilitated by the Module Administrator.

- The Module Leader and administrative contact is set out in the UCL Module Catalogue and also on the module's Moodle page.

The roles and responsibilities of programme and module team members are set out in Section 3.3 below.

Further information:

- Section 2.4 - Key staff related to programmes and modules
- Section 8 - Programme details - Programme Summaries
- UCL Module Catalogue

3.2. Professional services teaching and learning team
The Teaching and Learning Team comprises those professional services staff who are dedicated to facilitating the department's programmes and modules, student support and wellbeing, student records management (changes of status, programme transfers, module selection), quality assurance, and curricular management. The team is led by the Teaching and Learning Manager and works closely with the Departmental Tutor.

- The contact details of the Teaching and Learning Team are set out on the Computer Science Teaching and Learning Contacts page.

The roles and responsibilities of key teaching and learning team members are set out in Section 3.3 below.

**Further information:**

- Computer Science Teaching and Learning Contacts

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## 3.3. Staff roles and responsibilities

This section sets out the responsibilities of key role-holders within the department.

- Academic Coordinator for PGT Programmes
- Academic Coordinators for UG Programmes
- Academic Representatives (Course Reps, Lead Departmental Rep)
- Admissions Tutor
- Accreditation Tutor
- Affiliate and Ancillary Tutor
- Chair of the Board of Examiners
- Departmental Tutor
- External Examiner
- Module contributors
- Module Leader
- Programme Administrator
- Programme Director
- Study Abroad Tutor
- Teaching Assistants
- Teaching Support Coordinator
- Undergraduate Summer Research Internships Tutor
- Departmental Welfare Tutor
- Year in Industry Tutor

### 3.3.1. Academic Coordinator for PGT Programmes
The **Academic Coordinator for Taught Postgraduate Programmes** maintains oversight of the delivery, review, and development of the department's taught postgraduate programmes. This includes: reviewing student feedback; undertaking periodic reviews of postgraduate programmes; rationalising modules; leading on new developments; ensuring coordination between programmes; leading on the Annual Student Experience Review of taught postgraduate programmes; contributing to the Internal Quality Review process; and supporting the Departmental Tutor with taught postgraduate matters.

**Contact**
Chris Clack

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### 3.3.2. Academic Coordinators for UG Programmes

The **Academic Coordinators for Undergraduate Programmes** (also referred to as Academic Year Coordinators) are responsible for the operation and management of teaching and learning within a designated year of study for undergraduate programmes. The Academic Year Coordinator acts as academic lead for the teaching staff who contribute to modules taught within that year, is responsible for the quality and coherence of teaching, and is a key contributor to the development of the curriculum. The Academic Year Coordinator is responsible for the co-ordination of coursework deadlines through the year to ensure these are not clustered. They also have responsibility for ensuring that students are provided with adequate and timely information and advice, and for management of the programme’s tutorial activity.

**Contact**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4 (MEng)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earl Barr</td>
<td>Giacomo Livan</td>
<td>Sergey Mechtaev</td>
<td>Bangti Jin</td>
</tr>
</tbody>
</table>

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### 3.3.3. Academic Representatives
**Academic Representatives** are students' representatives in student matters; they are members of UCL standing committees, including the Staff Student Consultative Committee, contribute to the Annual Student Experience Review exercise, and coordinate activity within Unitu, the department's student voice and feedback platform. Academic Representatives will proactively seek out students' thoughts and opinions on their programme of study and their wider learning experience; present students' concerns and feedback to the department; communicate with students on an ongoing basis about their work with the department, and any positive changes made as a result; play an active role in the development and enhancement of their programme; and promote the value of students and staff working together to build a better education.

Further information:
- Academic Manual Chapter 9, Section 6.3: Academic Representation
- Students' Union UCL Course Representatives

### 3.3.4. Admissions Tutor

The **Admissions Tutor** is a member of the programme team who responsible for coordinating the process of admissions within a programme or programmes. This includes: setting admission targets and entry standards, monitoring student performance against entry standards, and confirming decisions to UCL Admissions. They act as the channel of communication with the Faculty Tutor and with the Head of Outreach and Admissions (Registry and Academic Services).

Further information:
- Academic Manual Chapter 12, Section 10: Responsibilities of the Admissions Tutor

### 3.3.5. Accreditation Tutor

The **Accreditation Tutor** is responsible for supporting academic accreditation and certification or programmes, including: liaising with accrediting bodies; leading negotiation of conditions of accreditation; ensuring that the Teaching Committee and Boards of Examiners implement any conditions of accreditation; ensuring any changes to UCL’s Academic Regulations are informed to accrediting bodies; and supporting the Departmental Tutor with accreditation matters.

**Contact**
- John Dowell

### 3.3.6. Affiliate and Ancillary Tutor
The **Affiliate and Ancillary Tutor** is responsible for coordinating affiliate study by students from partner institutions (i.e. students from international institutions who are taking a Study Abroad Year or Term at UCL) and ancillary students (i.e. students from other UCL departments taking Computer Science modules, which may include international affiliates based in other departments at UCL.) This includes: coordinating registration processes; advising and providing information required by affiliate and ancillary students; and liaison with other departments and institutions as appropriate.

**Contact**

Shi Zhou

### 3.3.7. Chair of the Board of Examiners

The **Chair of the Programme Board of Examiners** is responsible for ensuring that the Programme Board of Examiners (the departmental body responsible for ensuring academic standards on the programme, ensuring the rigour of assessment processes, reviewing students’ results, and recommending degree awards) is properly constituted and meets its responsibilities in a proper and impartial manner and in accordance with UCL regulations. The Chair will oversee assessment procedures and will ensure that Departmental and Faculty Marking policies are implemented in full.

**Further information:**

- Academic Manual Chapter 4, Section 13.6: Chairs and Deputy Chairs

### 3.3.8. Departmental Tutor

The **Departmental Tutor** is the academic lead for the department, with oversight of admissions, academic administration, assessment and examination, teaching and learning, quality assurance, pastoral support for students, and communication. They are are responsible for the organisation of teaching and learning in the department, leading on the development of the curriculum, coordinating and allocating teaching resources, and coordinating the delivery of assessment. They lead on major academic-related projects, such as accreditation of programmes, Internal Quality Review, and the Annual Student Experience Review, and the implementation of action plans arising. The Departmental Tutor is Chair of the Departmental Teaching Committee (DTC).

**Contact**

Lewis Griffin

**Further information:**

- Academic Manual Chapter 12, Section 7: Responsibilities of the Departmental Tutor
3.3.9. External Examiner

Each programme has an **External Examiner** who works with UCL’s academic staff to ensure academic standards, consistency of practice, and fair treatment of students. The primary responsibilities of the External Examiner are to review summative assessment methods, to review a representative sample of summative marked work, and to submit an annual report, based upon their professional judgement, about the programme. The External Examiner will consider: whether the academic standards set for the programme qualifications are appropriate; the extent to which the assessment processes are rigorous, ensure equity of treatment for students and have been fairly conducted within UCL’s regulations and guidance; the standards of student performance in the programme, or parts of programmes; and identify comparable practice.

Further information:

- Academic Manual Chapter 9, Section 4.3: Responsibilities of the External Examiner

3.3.10. Module contributors (lecturers, speakers, etc.)

For many modules, multiple academic staff and external staff will contribute to the teaching of the module. Often, contributors will deliver content relating to their speciality or area of research. They will be responsible for the delivery of their specific aspects or sections of the module; however the Module Leader retains overall responsibility for the module.

3.3.11. Module Leader

All modules have an academic **Module Leader** who is responsible for the organisation, teaching and assessment for that module. The Module Leader is generally an academic from the department in which the module is based. They design and develop the curriculum for the module, plan its delivery, determine its Assessment Methods, design Assessment Tasks, and publish the relevant learning materials and assessment information. The Module Leader will ensure that the External Examiner participates in the setting of summative assessment for the module and will ensure the consistency of marking practices. The Module Leader will also ensure that students have the opportunity to provide feedback on the module, and that this is received by the Departmental Teaching Committee.

3.3.12. Programme Administrator

The **Programme Administrator** is responsible for administering and coordinating departmental, Faculty and UCL processes relating to the programme. This includes admissions, enrolment, module registration, teaching group allocation, curation of the programme’s Moodle pages, coursework submission and feedback, invigilation of tests and local examinations, reporting of students’ results to the Board of Examiners (to which they also act as Secretary), and publication of provisional results.
The administrator also provides support to students on the programme, including general advice and guidance, assistance with UCL procedures and processes, including Engagement Monitoring, Extenuating Circumstances, coursework submission, getting feedback on assessments, and changes to registration status (interruption of study, programme transfer, change of module selection).

### 3.3.13. Programme Director

The **Programme Director** (also referred to as the Programme Leader) provides academic leadership for a programme of study. They are principally responsible for organisation and management of their programme, for the academic experience of the students on the programme, and for leading the programmes team of contributing staff.

The Programme Director will ensure that students are provided with adequate information relating to their programme and its constituent modules. They will make sure that assessments are planned across the programme so that there is a diversity of assessment methods and that clustering of deadlines is avoided. They will also ensure that students have the opportunity to provide feedback on all modules contributing to the programme, and in relation to the programme as a whole.

Further information:
- Academic Manual Chapter 12, Section 12: Responsibilities of the Programme Leader

### 3.3.14. Study Abroad Tutor

The **Study Abroad Tutor** is responsible for coordinating Study Year Abroad activity for MEng Computer Science (International Programme) and MEng Mathematical Computation (International Programme) routes.

**Contact**

Shi Zhou

### 3.3.15. Teaching Assistants (TAs/ PGTAs)

The delivery of some modules is supported by **Postgraduate Teaching Assistants**, who are current research students or postdocs within the department. TAs may undertake a range of work within a module, which often includes teaching, coordinating and demonstrating in labs, leading tutorial groups, invigilating tests, and providing feedback on assessments. TAs are part of the module team and report to the Module Leader and also to the **Teaching Support Coordinator**.
3.3.16. Teaching Support Coordinator

The Teaching Support Coordinator is responsible for managing teaching support across all programmes and for the effective running of teaching support work undertaken by research staff and PhD students. This includes maintaining current information about research staff teaching interests and abilities, organising appropriate training, allocating responsibilities in a fair and transparent way, and monitoring the running of the scheme. Liaises between research staff and academic staff to ensure that there is continuing professional development and appropriate engagement.

Contact

Tobias Ritschel

3.3.17. Research Internships Tutor

The Research Internships Tutor coordinates the department’s Research Internship Scheme, through which undergraduate students can apply to intern with Department of Computer Science Research Groups over the summer vacation.

Contact

Shi Zhou

3.3.18. Year in Industry Tutor

The Year in Industry Tutor is responsible for coordinating Extra Mural Year activity as part of BSc Computer Science (with Year in Industry), MEng Computer Science (with Year in Industry) and MEng Mathematical Computation (with Year in Industry) routes.

Contact

Shi Zhou

Further information:

- UCL Postgraduate Teaching Assistant Scheme
- Academic Manual Chapter 4, Section 13.9: Assistant Internal Examiners