## Mathematical Sciences – 2013-14

## Departmental responsibilities relating to taught postgraduate programmes and students

	Responsible (lead responsibility in bold)
Formal departmental contact for taught	Dr Hongsheng Dai – Graduate Director
postgraduate students	Miss Shauna McNally – Graduate Administrator
Induction	Dr Hongsheng Dai – Graduate Director
Arrangements for providing cohort-level guidance on module choices, progression etc	Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator
Arrangements for providing cohort-level guidance on dissertations	Dr Hongsheng Dai – Graduate Director
Arrangements for providing individual personal/tutorial support	Dr Hongsheng Dai – Graduate Director
Approving student requests to intermit, withdraw, change course, special syllabus	Dr Hongsheng Dai – Graduate Director
Employability	Dr Edd Codling/Dr Haslifah Hashim
Promoting and advising on student mobility	Dr Gerald Williams
Study Skills	Dr Hongsheng Dai – Study Skills Officer
Advising students on scholarships and studentships	Dr Hongsheng Dai – Graduate Director Dr Abdel Salhi – Head of Department
Attendance monitoring/progress retention – reviewing attendance/progress data and meeting students whose attendance/progress is unsatisfactory/at risk	Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator Supervisors/Advisors
Plagiarism and Academic Offences	Dr Alexei Vernitski – Academic Offences Representative Dr Abdel Salhi – Head of Department
Monitoring provision of feedback on coursework	Dr Abdel Salhi – Head of Department
Annual structures update	Professor Peter Higgins – Chair Teaching Executive Dr Hongsheng Dai – Graduate Director Miss Camilla Thomsen – Departmental Administrator
Updating module directory	Miss Camilla Thomsen – Departmental Administrator
Annual Monitoring Report	Dr Hongsheng Dai – Graduate Director
Considering External Examiner Reports	Dr Abdel Salhi – Head of Department Dr Hongsheng Dai – Graduate Director
Reviewing PTES results	Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator Dr Abdel Salhi – Head of Department
Periodic Review	Dr Abdel Salhi – Head of Department Dr Hongsheng Dai – Graduate Director Miss Shauna McNally – Graduate Administrator

Administrator Dr Hongsheng Dai – Graduate DirectorProviding information on courses for website and prospectusMiss Shauna McNally – Graduate Administrator Dr Abdel Salhi – Head of Department Dr Hongsheng Dai – Graduate Director Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate Director Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate Director Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate Director Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate Director Dr Abdel Salhi – Head of Department Miss Shauna McNally – Graduate DirectorAdmissions - PolicyDr Hongsheng Dai – Graduate Director Dr Abdel Salhi – Head of DepartmentAdmissions - SelectionDr Hongsheng Dai – Graduate DirectorChair of Late Submission of Coursework Committee (as appropriate)Dr Hongsheng Dai – Graduate DirectorChair of Exam Pre-BoardDr David Penman – Chair of Exam BoardChair of Graduate Staff Student Liaison CommitteeProfessor Peter Higgins – Chair of Staff Student Liaison CommitteeDisseminating information on PGT policy and proceduresDr Hongsheng Dai – Graduate DirectorDisseminating information on PGT policy and proceduresDr Hongsheng Dai – Graduate DirectorDr Hongsheng Dai – Graduate Directors Meetings/responding to consultation on PGT mattersDr Hongsheng Dai – Graduate DirectorMembership of Faculty BoardDr Hongsheng Dai – Graduate Director Dr Hongsheng Dai – Graduate DirectorPlacements (as appropriate)Dr Hongsheng Dai – Graduate Director	Annual update of Student Handbook	Miss Shauna McNally – Graduate
Providing information on courses for website and prospectus   Miss Shauna McNally – Graduate Administrator     Dr Abdel Salhi – Head of Department Dr Hongsheng Dai – Graduate Director   Dr Hongsheng Dai – Graduate Director     Recruitment events   Dr Hongsheng Dai – Graduate Director     Admissions - Policy   Dr Hongsheng Dai – Graduate Director     Admissions - Selection   Dr Hongsheng Dai – Graduate Director     Chair of Late Submission of Coursework Committee (as appropriate)   Dr Hongsheng Dai – Graduate Director     Chair of Extenuating Circumstances Committee   Dr David Penman – Chair of Exam Board     Chair of Graduate Staff Student Liaison Committee   Dr Hongsheng Dai – Graduate Director     Disseminating information on PGT policy and procedures   Dr Hongsheng Dai – Graduate Director     Dr Abdel Salhi – Head of Department   Miss Shauna McNally – Graduate Director     Chair of Graduate Staff Student Liaison   Dr David Penman – Chair of Exam Board     Chair of Graduate Staff Student Liaison   Professor Peter Higgins – Chair of Staff     Disseminating information on PGT policy and procedures   Dr Hongsheng Dai – Graduate Director     Attending Graduate Directors   Dr Hongsheng Dai – Graduate Director     Meetings/responding to consultation on PGT   Dr Hongsheng Dai – Graduate Director     Membership of Faculty Board   Dr Hongshen		
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	Membership of Faculty Board	Dr Hongsheng Dai – Graduate Director
	Placements (as appropriate)	Dr Edd Codling/Dr Haslifah Hashim – Careers,
		Employability and Placements Officer
Accreditation (as appropriate) Dr Haslifah Hashim	Accreditation (as appropriate)	Dr Haslifah Hashim